

Agricultural Research Service



Learner's Guide

FFIS Training
Budget Execution Module

October 2001

Prepared for

U.S. Department of Agriculture

ARS

Table of Contents

Module Overview.....	1
Introduction	3
Budget Execution Subsystem	7
Overview	9
Budget Levels	10
Funds Distribution	13
FFIS Accounting Code Classification Structure.....	17
Funds Control	44
Budget Documents in FFIS	49
Budget Documents Overview.....	51
Appropriation and Apportionment Document (AA).....	58
AA Document for General Funds.....	60
AA Document for Reimbursable Funds	64
AA Document for Trust & Special Funds	68
Apportionment Approval Document (PA)	72
Appropriation Transfer Document (TA)	77
Appropriation Transfer Approval Document (TC).....	83
Budget Execution Document (BE) for Allocations.....	88
Budget Execution Document (BL) for Allotments.....	93
Suballotment Document (SA).....	99
Budget Inquiry Tables	104
Budget Inquiry Tables Introduction	106
Appropriation Inquiry Table (APPR)	109
Apportionment Inquiry Table (APOR)	117
Allocation Inquiry Table (ALOC)	124
Appropriation Transfers Header Table (ATHT)	131
Appropriation Transfers Line Table (ATLT)	133
Allotment Inquiry Table (ALLT)	136
Suballotment Spending Table (SASP)	141
Suballotment Options Table (SAOP)	144
Suballotment Table (SAIN).....	145

Appendix A: Acronyms	147
Appendix A: Acronyms.....	149

Module Overview

Introduction

Welcome

Welcome to the United States Department of Agriculture (USDA) Agricultural Research Service (ARS) Budget Execution training. This module provides you with the decision-making tools and practical skills that you will need to perform accounting and budget execution functions using the Foundation Financial Information System (FFIS).

Purpose

The purpose of this training module is to familiarize you with the:

- ◆ Budget execution subsystem in FFIS
 - ◆ ARS financial framework
 - ◆ Process of entering budget execution documents
 - ◆ Budget execution tables and how to use them
 - ◆ Steps in running reports
 - ◆ Key information in system-generated reports
-

Audience

This module is for individuals who:

- ◆ Enter budget documents into FFIS
 - ◆ Monitor funds through tables in FFIS
-

Prerequisites

Individuals who are to attend the Budget Execution FFIS training module should have attended the System Overview session, which will enable participants to:

- ◆ Be familiar with FFIS navigation
 - ◆ Be familiar with the Accounting Code Classification Structure (ACCS)
 - ◆ Know how to create documents in FFIS
 - ◆ Have an FFIS User ID, and be able to access the FFIS training environment
-

Introduction, *continued*

Objectives

Upon completion of this module, you should be able to:

- ◆ Identify FFIS budget levels
 - ◆ Use tables and documents to define budget authorities
 - ◆ Use Budget Execution reference tables to determine valid coding combinations
 - ◆ Describe spending control options
 - ◆ Distribute authority for General, Reimbursable, Trust & Special, and Receipt Funds
 - ◆ Perform online queries using the Budget Execution inquiry tables
-

Foundation Financial Information System

The Foundation Financial Information System (FFIS) is a mainframe software package that is designed to meet stringent budget and funds control needs, as well as complex multi-fund accounting and reporting needs. FFIS performs these primary functions:

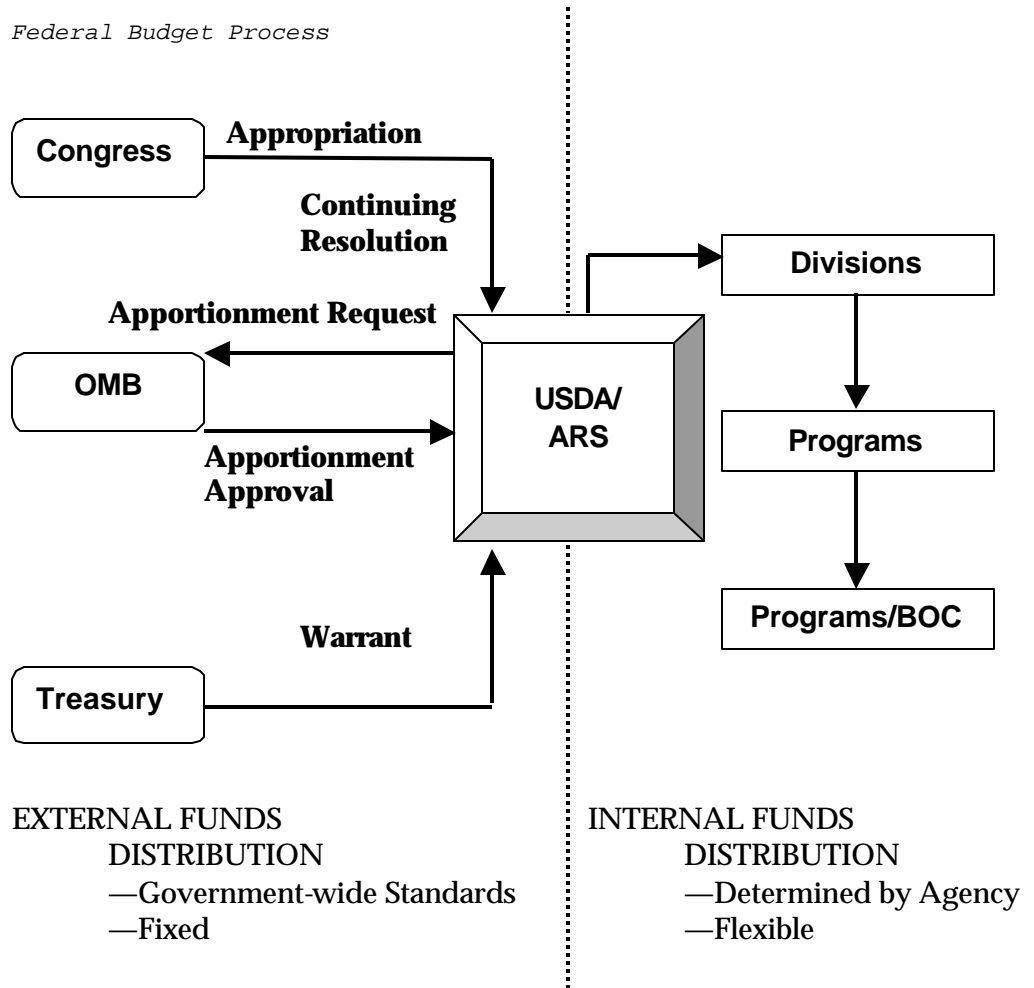
- ◆ Maintains a general ledger from which a variety of external reports can be produced
 - ◆ Maintains a cumulative account balance
 - ◆ Uses the approved U.S. Standard General Ledger
-

Introduction, continued

*Federal budget
process*

The following graphic illustrates how the Federal budget process works:

Federal Budget Process



USDA works with OMB (Office of Management & Budget) to propose an operating budget for the subsequent fiscal year (two years out). The President submits the budget to Congress for consideration. Once, Congress passes an appropriation, OMB gets approval for a certain amount and divides the money. Treasury then issues a warrant for USDA to receive the money.

Budget Execution Subsystem

Overview

Introduction



Budgeting is the process of taking acquired funds and setting limits on how and for what those funds are expended.

Budget Execution subsystem

The Budget Execution (BE) subsystem in FFIS automates the budget execution process by recording financial authority associated with the ARS budget. These activities include distributing single-year, multi-year and no-year, direct, reimbursable, and trust funds to ARS areas and monitoring the spending activity against these funds at all budget levels. Activities in the BE subsystem include:

- ◆ Creating budget levels
- ◆ Distributing money
- ◆ Setting limits
- ◆ Monitoring the spending and receipt of money

An FFIS “fund” can represent a treasury symbol or a portion of a treasury symbol. FFIS calculates the amount available for a fund differently depending on certain system option settings and the status of the fund (e.g., expired and unexpired).

Amounts budgeted for a fund can be established and modified by appropriately authorized fund managers, using the formal budget documents in FFIS.

Budget Levels

Budget levels

The FFIS Budget Execution module supports multiple levels of funds distribution and spending controls. Budget levels provide a means to delegate responsibilities for portions of given funds. Federal reporting requirements for appropriated funds specify that the appropriation and apportionment levels must be used; all other budget levels are optional. The specific levels used depend on how an agency chooses to distribute funds.

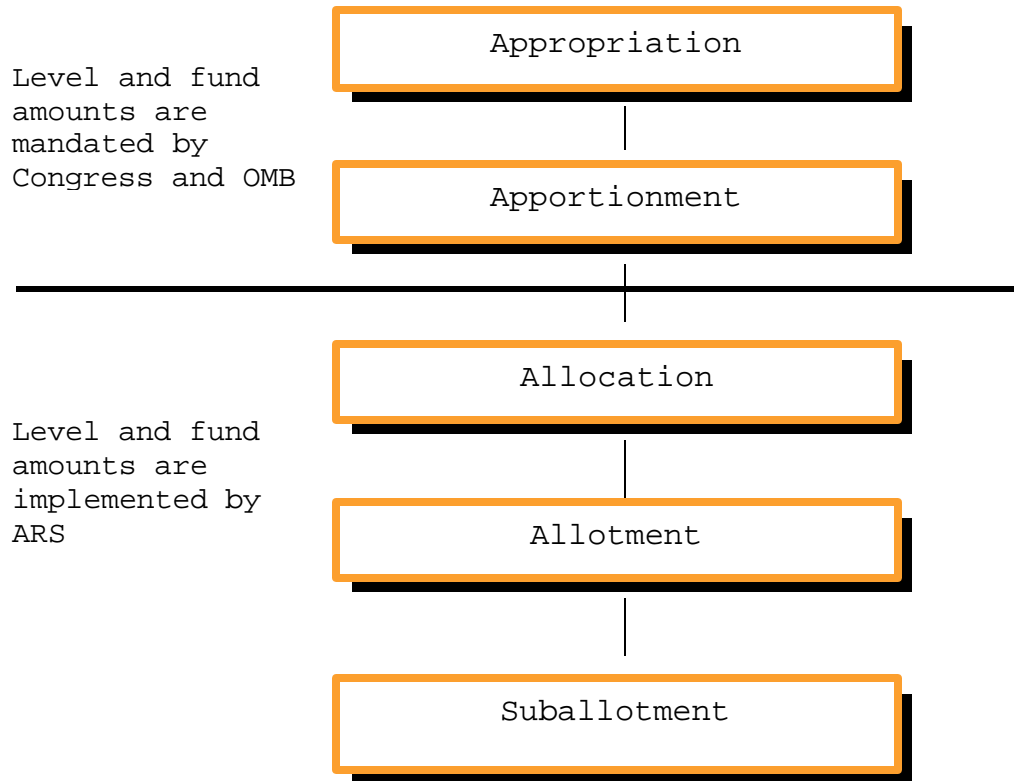
Funds managers may view the status of activity against budgeted dollar amounts, for both Fiscal Year and Budget Fiscal Year (any of the years in which an appropriation was/is active), through the FFIS Budget Execution Inquiry tables.

FFIS uses a unique combination of the ACCS Elements to define the budget levels.

The budget levels ARS will use in FFIS are as follows.

Budget Levels, *continued*

ARS FFIS Budget Levels



Budget Levels, *continued*

Every level:

- ◆ Represents a budget distribution hierarchy
 - ◆ Is optional, except Appropriation and Apportionment levels
 - ◆ Must include the budget elements of the level above it
-

Appropriation

Congress grants government funds to agencies in the form of appropriations. ARS records the appropriation by fund in FFIS.

In FFIS, this budget level is required for every fund.

Apportionment

Once USDA receives the appropriation from Congress, ARS and other USDA agencies submit a request for the apportionment to the OMB.

Apportionment is the distribution made by the OMB of amounts available for obligation or expenditure under an ARS appropriation.

OMB approves the apportionment, and the U.S. Department of Treasury issues a warrant, acknowledging that the funds are available to spend against.

In FFIS, this budget level is required for every fund.

Allocation

ARS divides the apportioned funds amongst its areas/allocation holders, giving those areas authority to further distribute the funds.

Allotment

ARS areas/allocation holders allot funds to programs.

Suballotment

ARS suballots to budget object codes (BOCs).

Funds Distribution

ACCS budget dimensions

For ARS, budget dimensions are a subset of the Accounting Code Classification Structure (ACCS). Using ACCS budget dimensions, funds can be distributed within ARS based on the following:

- ◆ Budget Fiscal Year: The fiscal year(s) for which an appropriation is active
- ◆ Fund: The appropriation received from Congress as defined by ARS
- ◆ Division: ARS area or allocation holder
- ◆ Program: Equates to ARS management unit
- ◆ Budget Object Code: Objects on which ARS spends funds — assigned in OMB Circular A-11

Funds distribution

FFIS Budget Execution supports ARS's five levels of funds distribution and controls for budgeted dollar amounts.

The following table illustrates the budget scheme that ARS will follow.

Funds Distribution, *continued*

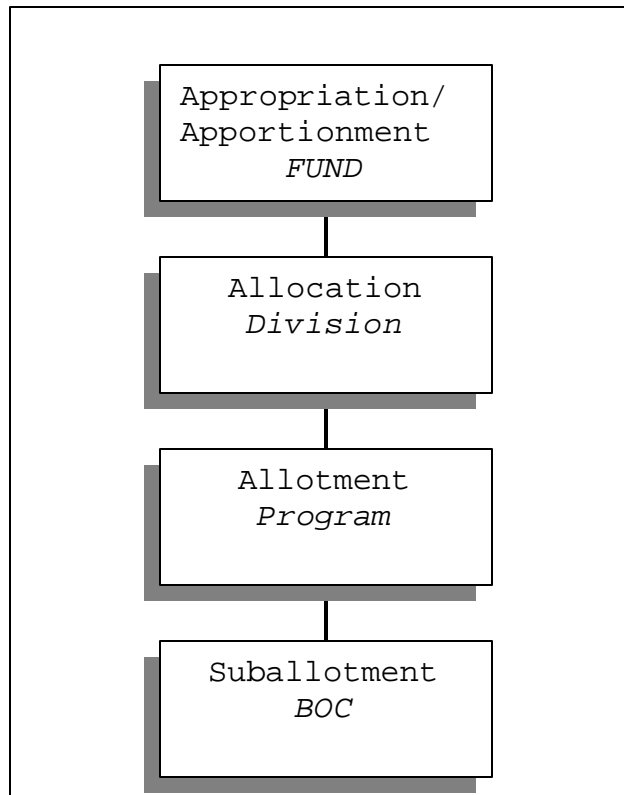
ARS FFIS Funds Distribution

FFIS Budget Level	Entering Budgets Required	FFIS Budget Dimensions
Appropriation	Yes	BFY, Fund
Apportionment	Yes	BFY, Fund
Allocation	Yes	BFY, Fund, Division
Allotment	Yes	BFY, Fund, Division, Program
Suballotment	No	BFY, Fund, Division, Program, BOC

Example

The following diagram shows ARS's budget distribution for each fund.

ARS Budget Distribution



Funds Distribution, *continued*

*Financial
framework*

The following table crosswalks the relevant budget terms from the current systems of ARS to the terms that are used in FFIS.

ARS FFIS Terminology Crosswalk

ARS Term	FFIS Term	Budget Level	Associated Reference Table
Fund	Fund	Appropriation/ Apportionment	FUND
Area/Allocation Holder	Division	Allocation	ALOC
Location (4 th Level Mode Code)	Organization Level 1	N/A	ORGN
Lab/Management Unit	Organization Level 2	N/A	ORGN
Management Unit	Organization Level 3	N/A	ORGN
Management Unit/Accounting Code	Program Code	Allotment	PGMT
Object Class	Budget Object Code	Suballotment	BOCT
Fiscal Year	Budget Fiscal Year (identifies year(s) of availability of appropriation)	N/A	FUND
Fiscal Year	Fiscal Year (identifies year in which accounting event is recorded)	N/A	FSYR
Revenue Object Code	Revenue Source Code	N/A	RSRC
Limit Code	Reporting Category	N/A	RPTG
Account Type	Program Type	N/A	PTYP
Project Code	Program Class	N/A	PCLS
Performing Organization Category	Sub BOC	N/A	SOBJ
Congressional District	Sub Organization	N/A	SORG

FFIS Accounting Code Classification Structure

Introduction

Standard codes are used to represent accounting information on all tables, documents and reports in FFIS. This section addresses the codes that are used in FFIS to meet ARS Accounting Code Classification Structure (ACCS) requirements. Understanding the ACCS structure enables an individual to recognize key information about a document and to know what key fields are required on a document screen in FFIS.

ACCS codes are loaded in FFIS general systems reference tables. The tables loaded are:

- ◆ Fiscal Year Table (FSYR)
 - ◆ Fund Table (FUND)
 - ◆ Fund Type Table (FTYP)
 - ◆ Division Table (DVSN)
 - ◆ Organization Table (ORGN)
 - ◆ Sub Organization Table (SORG)
 - ◆ Program Table (PGMT)
 - ◆ Program Type Table (PTYP)
 - ◆ Program Class Table (PCLS)
 - ◆ Budget Object Code Table (BOCT)
 - ◆ Sub Object Table (SOBJ)
 - ◆ Reporting Category Table (RPTG)
 - ◆ Revenue Source Table (RSRC)
 - ◆ Default Values Table (DVAL)
-

ACCS, continued

Fiscal Year coding

A fiscal year is identified in FFIS by the final two digits of the year. For example, Fiscal Year 2002 is coded **02**. There are two fields that contain fiscal year designations: *Fiscal Year (FY)* and *Budget Fiscal Year(s) (BFY)*.

- ◆ **Fiscal Year** - This data element is the year in which an accounting event is recorded regardless of the appropriation.



Each fiscal year is made up of 12 regular accounting periods – one for each month.

Beginning in **October 01**
and ending with **September 12**

Additional accounting periods are used for year-end closings.

Beginning with period **13**

Budget fiscal year coding

- ◆ **Budget Fiscal Year(s)** - This four-position data element is used in association with an appropriation, or fund, and identifies the **year(s) of availability of the appropriation**. The first two characters represent the **beginning** BFY and the last two characters represent the **ending** BFY, if required. For example, a single year appropriation authorized in 2002 is represented as BFY 02 (this example leaves the last two positions blank). A multi-year appropriation authorized in 2002 and ending in 2003 is represented as BFY 02 03.



A fund in FFIS represents an appropriation or a breakdown of an appropriation (Treasury Symbol).

ACCS, *continued*

Fund coding

Fund codes are used in FFIS for tracking appropriations. As stated in the definition, fund codes may represent an entire appropriation or a part of an appropriation. In fact, ARS has instances where multiple fund codes relate to one appropriation or Treasury Symbol. See the fund table on the following page.

The existing codes used to track appropriations have been translated into FFIS fund codes. FFIS stores ARS fund codes in the Fund table (FUND) using a two-digit fund code.



Definition

The FUND table defines codes for all funds in FFIS.

ARS Fund codes

The following table lists the fund codes currently used by ARS, as they are coded on FUND and the type of fund they represent, which is defined on the Fund Type Table (FTYP).

ACCS, continued

ARS Fund Codes

Fund Code	Description	Fund Type	Treasury Symbol	Single, Multi or No Year
01	Direct Appropriation	General	12_1400	Single Year
02	Hazardous Waste - Dept. Parent/ARS Child	General	12X0500	No Year
07	Department Rental Payments	General	12X0117	No Year
08	Reimbursable	Reimbursable	12_1400	Single Year
42	Transfer Money from USAID for Collaborative Research	General	12X1400	No Year
43	USAID Transfer to ARS for Collaborative Research	General	12_/_1400	Multi - Year (2 years)
44	NAL WIC Training	General	12X1400	No Year
51	Construction Fund	General	12X1400	No Year
53	Buildings and Facilities - ARS Parent/CSREES Child	General	12X1401	No Year
56	Land Sale Receipt Account	Receipt Account	125221	No Year
57	APHIS Buildings and Facilities - APHIS Parent/ARS Child	General	12X1601	No Year
63	Buildings and Facilities	General	12X1400	No Year
68	General Fund Proprietary Receipts	Receipt Account	123220	No Year
70	Fine, Penalties, and Forfeitures	Receipt Account	121010	No Year
71	Forfeitures of Unclaimed	Receipt Account	121060	No Year
72	General Fund Proprietary Interest	Receipt Account	121435	No Year
73	Letter of Credit Suspense	Clearing Account	12F3879	No Year
74	Proceeds from Sale of Property	Receipt Account	122624	No Year

ACCS, continued

Fund Code	Description	Fund Type	Treasury Symbol	Single, Multi or No Year
84	Collect Cancelled Authority	Receipt Account	123200	No Year
87	Concession Fees and Volunteer Services	Trust	12X5279	No Year
88	Patent Culture Collection	Reimbursable	12X1400	No Year
89	Revocable Permits and Easement Collections	Reimbursable	12X1400	No Year
90	Budget Clearing Account (Federal)	Deposit Suspense	12F3885	No Year
91	Technology Transfer (CRADA)	Trust	12X8214	No Year
92	Technology Transfer and Licensing Receipts	Trust	12X8214	No Year
93	Miscellaneous Contributed Funds	Trust	12X8214	No Year
94	Proceeds from Sale of Property	Deposit	12F3845	No Year
95	Gifts & Bequests - Dept. Parent/ARS Child	Trust	12X8203	No Year
96	Budget Clearing Account (Foreign)	Deposit	12F3875	No Year
97	Budget Clearing Account (non-federal)	Deposit Suspense	12F387	No Year
98	Budget Clearing Account (BARD Department)	Deposit Suspense	12F3875	No Year
99	Miscellaneous Fines	Receipt Account	121099	No Year

ACCS, *continued*

Below is an example of the FUND table screen.

FUND Table Screen Example

```
ACTION: R TABLEID: FUND USERID: FRED
FUND REFERENCE TABLE
KEY IS BFYS, FUND

BFYS: 02          FUND: 01          FUND TYPE: G    BUDGET CATEGORY: A

NO YEAR IND: N      CARRYOVER IND: N    TREASURY SYMBOL: 1221400
FUND NAME: SALARIES AND EXPENSES          SHORT NAME: S&E
FUND CLASS:          FUND CAT: G      FUND GROUP:      SUBCLASS ACCT IND: N
AGENCY: 03          AGENCY NAME: AGRICULTURAL RESEARCH SERVICE
AGENCY LOCATION CODE: 99 - 99 - 9999 BUREAU CODE: - -
                ALLOW UNOBLIG EXPEND AGAINST EXPIRED: Y
                MEMO DEPRECIATION TRANS TYPE:
                RPT224 COLUMN IND: B

                *** INTEREST ACCT ***
                PGM:                      BOC: 4310
ORG:                      RPTG CATG:
JOB NO:

                *** DISCOUNT ACCT ***
                PGM:                      BOC:
ORG:                      RPTG CATG:
JOB NO:
```

ACCS, *continued*

Viewing FUND table

To view the FUND table, and collect necessary information, follow the steps below.

Viewing the FUND Table

Step	Action
1	From any FFIS table, type N in the ACTION field.
2	Type FUND in the TABLEID field.
3	Press Enter.

Searching for an existing fund

To search for an existing fund in the FUND table, follow the steps in the table below:

Searching for an Existing Fund in the FUND Table

Step	Action
1	Type S (for Scan) in the ACTION field.
2	Tab to the BFYS field, and type 02 (or budget fiscal year desired).
3	Tab to the FUND field and type the fund code of the fund you want to view.
4	Press Enter.

ACCS, *continued*

Organization coding

The following sections outline the available FFIS accounting dimensions and the coding schemes that ARS will use for these fields.

Agency code

Agency codes and contact information are stored in the Agency Reference Table (AGCY). There is one code for ARS as shown in the table below:

ARS FFIS Agency Code

Agency Code	Agency Name
03	Agricultural Research Service

Budget dimensions

In addition to the Budget Fiscal Year and Fund Code, the ACCS is further defined by additional elements. The following table illustrates ARS's budget accounting dimensions and the budget levels they represent.

Budget Dimensions	Budget Level
BFY, Fund (Agency)	Appropriation/Apportionment
Division (Area)	Allocation
Program (Management Unit)	Allotment
BOC	Suballotment

Division

The FFIS Division represents the *first* level of the agency's organizational hierarchy. The division code:

- ◆ Is equivalent to ARS area offices
 - ◆ Is defined on the Division Reference Table (DVSN)
 - ◆ Is a 2-position code
 - ◆ Has a unique record made up of the combination of division and fiscal year on the DVSN table
-

ACCS, continued

ARS division
coding

ARS will use the FFIS division code to identify each area/allocation holder. The table below shows the division code values that will be used. In FFIS, the division is defined in the Division Reference Table (DVSN) by Fiscal Year.



Definition

The DVSN table defines codes, options and controls by ARS area.

The table below provides the ARS FFIS division codes.

ARS FFIS Division Codes

Area/Allocation Holder	Proposed FFIS Division Code
Facilities Division	FD
Reporting Section 4 at National Finance	R4
Program Management	01
Special Projects	02
Administrative Management	03
Salary Lapse	05
Beltsville Area Facilities	07
Transfer Account	09
Beltsville Area	12
North Atlantic Area	19
Midwest Area	36
International Research Program	40
Pacific West Area	53
Northern Plains Area	54
Southern Plains Area	62
Mid South Area	64
South Atlantic Area	66
National Agricultural Library	82
Headquarters Held Funds	90

ACCS, continued

Below is an example of the DVSN table.

DVSN Table Screen Example

```
ACTION: R TABLEID: DVSN USERID: FRED
DIVISION REFERENCE TABLE
KEY IS FISC YEAR, DIVISION
01-
  FISC YEAR: 02 DIVISION: 01    DIVISION NAME: PROGRAM MANAGEMENT
  SHORT NAME: PM                DIVISION MANAGER:
  ALLOT STATUS IND: N

                                OPTIONS
  ALLOT ORG: N ALLOT PGM: Y ALLOT BOC: N REV ORG: N  REV PGM: N
  APRV CODE: N  DECENTRAL TRVL ORDER: N  TRAVEL STATS REQD: N
02-
  FISC YEAR: 02 DIVISION: 02    DIVISION NAME: SPECIAL PROJECTS
  SHORT NAME: SPECIAL            DIVISION MANAGER:
  ALLOT STATUS IND: N

                                OPTIONS
  ALLOT ORG: N ALLOT PGM: Y ALLOT BOC: N REV ORG: N  REV PGM: N
  APRV CODE: N  DECENTRAL TRVL ORDER: N  TRAVEL STATS REQD: N
```

*Viewing DVSN
table*

To view the DVSN table, follow the steps below:

Viewing DVSN Table

Step	Action
1	From any FFIS table, type N in the ACTION field.
2	Type DVSN in the TABLEID field.
3	Press Enter.

ACCS, *continued*

*Searching for
a division
code*

To scan information about a particular division, follow the steps below.

Searching for a Division Code

Step	Action
1	Type S in the ACTION field.
2	Tab to FISC YEAR field and type 02 (or budget fiscal year desired).
3	In the DIVISION field type the division code desired.
4	Press Enter.

ACCS, *continued*

Organization

Organization represents the *second* level of the Agency's hierarchy. Every organization:

- ◆ Belongs to a division
- ◆ May be used to further distinguish between lower organizational levels
- ◆ Is defined by a 7-character code
- ◆ Is assigned a code that is found on the Organization Table (ORGN)

The table below defines the three organizational levels which may be used below the division (area) level:

Organizational Levels

Level	Definition
1	ARS's highest organizational level under an area/allocation holder. Organization level 1 is a location or HQ division (4 th Level Mode Code).
2	ARS uses a second organizational level to distinguish a lab, or management unit (MU).
3	ARS uses a third organizational level to distinguish a management unit (MU).



When organization level 1 is a location, then a management unit (MU) is at the organization level 2.

When a location has multiple labs, the location is level 1, the laboratory is level 2, and the MU is level 3.

Organization codes

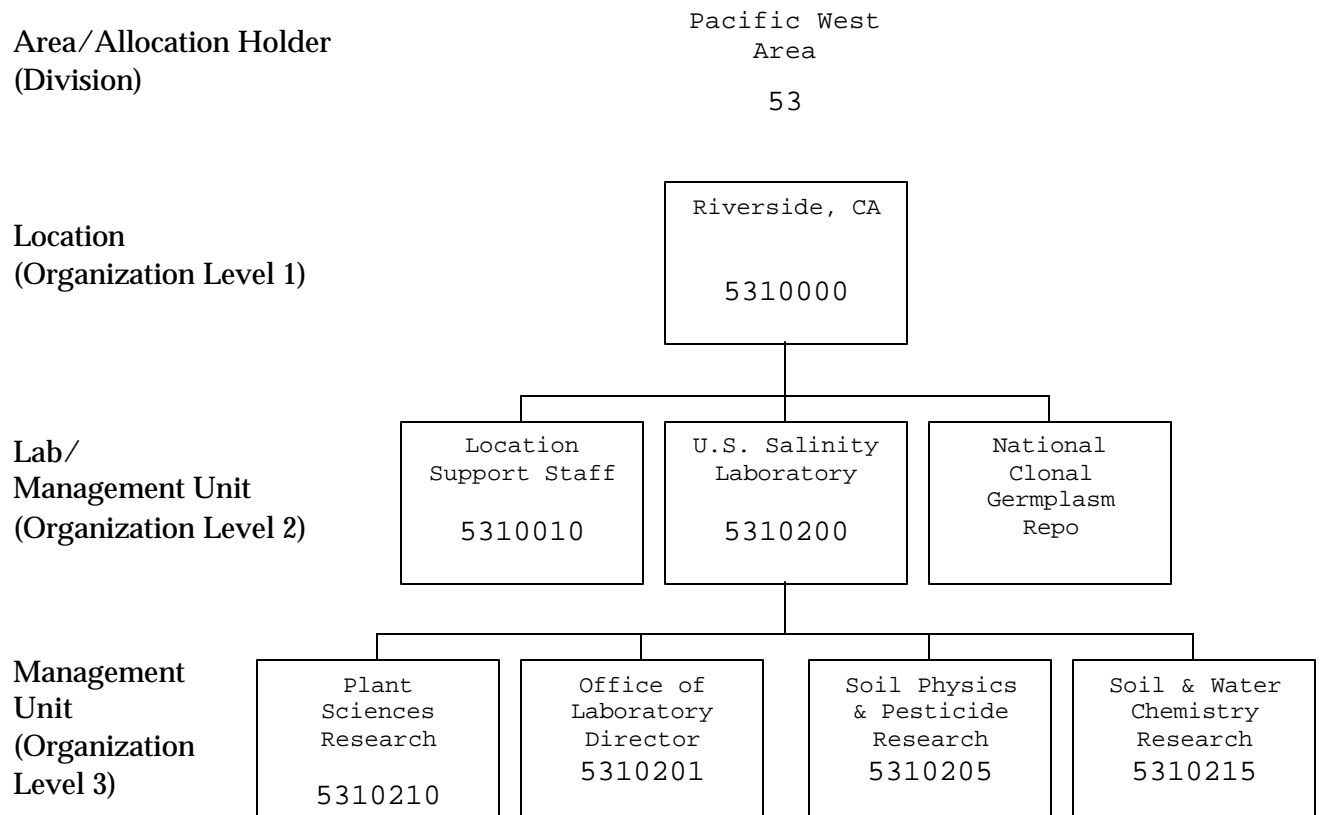
The highest organizational level under each area/allocation holder is the location. In FFIS, this organizational level is represented by organization codes, which are stored in the Organization Reference Table (ORGN) as Level 1 organizations. ARS will not use organization codes for distributing funds. ARS will allot area allocations directly to programs and then suballot by BOCs.

ACCS, *continued*

The first two positions of the organization code represent the division (area/allocation holder). The next five positions represent the different organizations (locations, labs, and management units) under each area. (See sample organization codes in charts below.)

The following charts show two examples of organizational structure. The first chart shows part of an area, and the second chart shows part of headquarters.

Sample Organization Levels for an Area Location (Riverside, CA)



ACCS, continued

Area/Allocation Holder
(Division)

Administrative & Financial
Management (HQ)

03

Location
(Organization Level 1)

Procurement
and Property
Division

0317000

Management Unit
(Organization Level 2)

Contracts
Branch

0317100

Policy Branch

0317200

Procurement
and Property
Branch

0317300

Sample Organization Levels for a HQ Location (PPD)



Definition

The ORGN table defines codes, and organizational relationships. (ARS is not using ORGN to define allotment codes.)

Viewing ORGN
table

To view the ORGN table, follow the steps below:

Viewing ORGN Table

Step	Action
1	From any FFIS table, type N in the ACTION field.
2	Type ORGN in the TABLEID field.
3	Press Enter.

ACCS, continued

Searching for
an
organization
code

To search for an organization code, follow the steps below:

Searching ORGN Table

Step	Action
1	Type S in the ACTION field.
2	Tab to BFY field and type 02 (or budget fiscal year desired).
3	In the ORGANIZATION field type in a Level 1 organization.
4	Press Enter.

Reporting can be tracked by reporting organization or by organization code using the FFIS Financial Data Warehouse (FDW).

ORGN

The hierarchy of organizations within divisions is accomplished using the **LEVEL IND** (Level Indicator) field on the ORGN table, as seen below:

ORGN Table with Level IND Highlighted

```
ACTION: R TABLEID: ORGN USERID: FRED
ORGANIZATION REFERENCE TABLE
KEY IS BFY, ORGANIZATION
01-
      BFY: 02   ORGANIZATION: 0317100   DIVISION: 03
      ORG NAME: CONTRACTS BRANCH        SHORT NAME:
      ORG MANAGER:                      LEVEL IND: 2
      PROGRAM:                          APPROVAL: N   ALLOT STATUS IND: N
      ALLOTMENT ORG: 0317000             REVENUE BUDGET ORG:
      BUDGET/COST ORG: E                 DECENTRAL TRAVEL ORDER: N

      REPORTING ORGANIZATIONS
      -----
      ORG 1: 0317000 ORG 2:             ORG 3:             ORG 4:
      ORG 5:         ORG 6:             ORG 7:             ORG 8:
```



ACCS, continued

Program code

ARS will use program codes, which, when used in conjunction with a budget fiscal year, acts as short hand codes for a more detailed accounting code.

Every program code:

- ◆ Is a 9-position field
 - ◆ Is required on each spending document
 - ◆ Is used for allotting funds
-

Accounting
elements
derived from
program code

In FFIS, a spending document must always specify a program code and a budget fiscal year. When a spending document is processed, additional accounting elements are automatically filled in. These accounting elements are: the budget fiscal year(s), the fund, the division (area), and the organization (location). These derived elements are defined on the Default Values Reference Table (DVAL). See example of the table below.

DVAL sample
screen

Sample of Default Values Reference Table (DVAL)

```
ACTION: R TABLEID: DVAL USERID: FRED
DEFAULT VALUES REFERENCE TABLE
KEY IS CODED ELEMENTS

01-          ----- CODED ELEMENTS -----
      FISC YR: 02  H/L: L TRANS CODE:      TRANS TYPE:
      BFYS: 02    FUND:      DIV:      BUDGET ORG/SUB:
      COST ORG/SUB:      PGM: 015310200  BOC/SUB:
      REV SRCE/SUB:      JOB:      RPTG:

          ----- DERIVED ELEMENTS -----
      BFYS: 02    FUND: 01      DIV: 53    BUDGET ORG/SUB: 5310200
      COST ORG/SUB:      PGM:      BOC/SUB:
      REV SRCE/SUB:      JOB:      RPTG:
      GL ACCOUNT:      OFFSET GL ACCOUNT:      VENDOR:
```

Program code
is a budget
dimension

Since ARS will record spending by program code, it must be designated as a budget dimension on the FFIS budget tables.

ACCS, continued

The following tables compare the existing accounting code with the FFIS accounting code.

Old and new
accounting
codes

The breakdown of ARS's current accounting code is as follows:

Central Accounting System (CAS) Accounting Code		
Position	Field Name	Description
1	Fiscal Year	
2-3	Fund	Appropriation Code
4-7	4 th Level Mode Code	Organization Code
8-10	Account Number	
11-14	Optional	

In FFIS, the accounting code is a combination of the Budget Fiscal Year and the Program Code as broken down below:

FFIS Accounting Code		
Position	Field Name	Description
1	Budget Fiscal Year	Last position of year when funds are appropriated
2 - 3	Fund*	2-position fund code
4 - 10	Program*	4 - 7 = Location (4 th Level Mode Code) 8 - 10 = Lab/Management Unit
11-14	Reporting Category	Limit Code, R&M, etc.

*** The FFIS Program Code is positions 2 – 10 (9 positions) of the FFIS accounting code.**

ACCS, *continued*

*Program code
examples*

The following table provides examples of entries in the Program Reference Table (PGMT). The screen image on the following page shows an example of the PGMT.

Program Code Table Examples from Pacific West Area

Budget Fiscal Year	Program Code	Program Title	Program Type (Account Type)	Program Type Definition
Riverside Location				
02	015310200	U.S. Salinity Lab	81	Direct Research
02	015310201	Soil Physics Research	81	Direct Research
02	015310202	Soil & Water Chemical	81	Direct Research
02	015310203	Plant Science Research	81	Direct Research
02	015310300	Germplasm Research	81	Direct Research
02	015310910	Location Support	19	Location Support
02	015310920	IR DIR USSSL	19	Location Support
02	015310940	Repair & Maintenance (R&M) Account	40	Repair & Maintenance Special Fund
02	015310950	R&M Germplasm	40	Repair & Maintenance Special Fund
02	085310081	53100810101	61	Reimbursable Type 1
02	085310257	53102570501	61	Reimbursable Type 1
02	085310322	53103220901	61	Reimbursable Type 1
02	085310339	53103390301	61	Reimbursable Type 1
Western Regional Research (examples of shared research costs)				
02	015325850	Library Services	89	Shared Research Cost
02	015325860	Chemical Stock Room	89	Shared Research Cost
02	015325970	Computer Services	89	Shared Research Cost

ACCS, continued

Below is an example of the PGM table:

Program
Reference
Table sample
screen

```
ACTION: R TABLEID: PGM USERID: FRED
PROGRAM REFERENCE TABLE
KEY IS BUDGET FISCAL YEAR, PROGRAM
BUDGET
FISCAL      PROGRAM      PROGRAM  PROGRAM  PROGRAM  PROGRAM  ALLOTMENT
YEAR        PROGRAM      CLASS   CATEGORY TYPE      GROUP      PROGRAM
-----
01-  02    015310200
PROGRAM NAME: U S SALINITY LAB
02-  02    015310201
PROGRAM NAME: SOIL PHYSICS RES
03-  02    015310202
PROGRAM NAME: SOIL & WATER CHEM
04-  02    015310203
PROGRAM NAME: PLANT SCIENCE RES
05-  02    015310300
PROGRAM NAME: GERMPLASM RES
06-  02    015310910
PROGRAM NAME: LOCATION SUPPORT
07-  02    015310920
PROGRAM NAME: IR DIR USSL

      81
      81
      81
      81
      81
      19
      19

SHORT NAME:
SHORT NAME:
SHORT NAME:
SHORT NAME:
SHORT NAME:
SHORT NAME:
SHORT NAME:

015310200
015310201
015310202
015310203
015310300
015310910
015310920
```

Allotment
information

Because ARS is allotting to the Program Code, ARS will be able to view budget and spending information based on Program Code by referring to the Allotment Inquiry Table (ALLT).

ACCS, *continued*

*Viewing PGMT
table*

To view the PGMT table, follow the steps below:

Viewing PGMT Table

Step	Action
1	From any FFIS table, type N in the ACTION field.
2	Type PGMT in the TABLEID field.
3	Press Enter.

*Searching for
a program code*

To search for a program code, follow the steps below:

Searching PGMT Table

Step	Action
1	Type S in the ACTION field.
2	Tab to BUDGET FISCAL YEAR field and type 02 (or budget fiscal year desired).
3	In the PROGRAM field type program code or first part of a program code.
4	Press Enter.

ACCS, continued

Program Type

FFIS Program Type equates to a type of account (e.g., indirect or direct research). Program Types are defined on the Program Type Reference (PTYP) Table. As an ACCS element, Program Types are inferred from the PGM table. An example of PTYP table is shown below.

Sample of Program Type Reference Table (PTYP).

Program Type Reference Table sample screen

ACTION: R TABLEID: PTYP USERID: FRED
PROGRAM TYPE REFERENCE TABLE
KEY IS BFY, PGM TYPE

	BFY	PGM	TYPE	PROGRAM TYPE NAME	SHORT NAME
01-	02	02		ALLOTMENTS	
02-	02	07		HEADQUARTERS RELEASES	
03-	02	08		JOINT PROJECT	
04-	02	09		INDIRECT RES. BIOMETRICIAN UNI	
05-	02	10		PROGRAM CENTRAL CHARGES	
06-	02	11		AGENCY CENTRAL CHARGES	
07-	02	13		AREA INDIRECT RESEARCH	
08-	02	14		CENTER INDIRECT RESEARCH	
09-	02	15		FACILITY COSTS	
10-	02	16		4TH LEVEL INDIRECT RESEARCH	
11-	02	17		5TH LEVEL INDIRECT RESEARCH	
12-	02	18		6TH LEVEL INDIRECT RESEARCH	
13-	02	19		LOCATION SUPPORT	IRC
14-	02	20		MANAGEMENT CENTRAL CHARGES	
15-	02	21		ADMINISTRATIVE MANANAGEMENT	AFM

ACCS, continued

Program Class

Program Class will be used to group accounting codes for reporting purposes such as for a major construction project. Program Class codes are inferred data elements. Program Classes are defined on the PCLS Table. An example of this table is shown below.

Sample of Program Class Reference Table (PCLS).

Program Class Reference Table sample screen

```
ACTION: S TABLEID: PCLS USERID: FRED
PROGRAM CLASS REFERENCE TABLE
KEY IS BFY, PGM CLASS
```

	BFY	PGM CLASS	PROGRAM CLASS NAME	SHORT NAME
	-----		-----	-----
01-	02	6204A	WESLACO LAB	WESLACO LAB
02-				
03-				
04-				
05-				
06-				
07-				
08-				
09-				
10-				
11-				
12-				
13-				
14-				
15-				

ACCS, continued

Budget object classification

Use of Budget Object Classification Codes (BOC) will change little, if at all, from the current use of these codes in the NFC Central Accounting System (CAS). As in CAS, BOC will consist of 4 digits. In FFIS, BOC will be used in two contexts, to define budgetary authorizations (as applicable) and to define spending against those budget authorizations. Budgets can be established for an individual BOC or group of BOCs.

A spending document must always specify a BOC. For budgeting purposes and for spending edits, each BOC will be linked to a specific *budget* BOC (usually a broader object class of the same object code). Since ARS will record spending by BOC, it must be designated as a budget dimension on the FFIS budget tables.

The following table provides examples of entries in the Budget Object Code Table (BOCT).

Budget Object Code Table Examples

Fiscal Year	Definition	BOCT Entry	Budget (BOC)
02	Travel and Transportation of Persons	2100	2100
02	Common Carrier - Domestic	2111	2100
02	Common Carrier- Foreign	2112	2100
02	Aviation Fuel	2616	2600
02	ADP Equipment-Mnfrm-Cap (\$5,000)	3124	3100

FFIS provides two roll-up fields for BOCs, object class (three digits) and federal object class (two digits). USDA is planning to use these fields to group BOCs by major object class for reporting purposes. BOCT roll-up fields, 1099 flags and BOC posting flags will be set by the Associate Chief Financial Officer for Financial Systems (ACFO-FS) Functional Team.

ACCS, *continued*

Reporting category

Reporting Category is an additional element of the ACCS used to enhance reporting capabilities for common categories across multiple accounting codes at different organizational levels. (Examples: 10 Small Buildings; 4 % Repair & Maintenance; Headhouse/Greenhouse; Hazardous Waste Disposal) The reporting category is defined in the Reporting Category Reference Table (RPTG) by budget fiscal year.

Revenue source

ARS currently uses standard object class codes in CAS to classify revenue amounts accrued or collected. When recording accounting transactions in FFIS for revenue billings, collections, or refunds, FFIS requires a revenue source code and does not permit the entry of a Budget Object Code (BOC). ARS's revenue "object classes" will be stored in the FFIS revenue source code. The revenue source code is qualified in the Revenue Source Code Reference Table (RSRC) by budget fiscal year.

Sub object codes

The Sub BOC field will be used to identify the category for organizations performing extramural agreements.

The following table shows the sub object codes ARS will use in conjunction with the BOCs that require a sub object code. The second table lists the BOCs which require Sub BOCs

ACCS, continued

ARS Sub Object Names and Codes (Performing Organization Categories)

Budget Fiscal Year	Sub Object Name (Performing Organization Category)	Sub Object Code
02	Cooperative Extension Service	CO
02	Female Owned	FO
02	Other Federal Research	FR
02	1890 Land-Grant College	HB
02	Individual	IN
02	1862 Land Grant College	LG
02	Minority Owned	MO
02	Other	OT
02	Private Non-Profit	PN
02	Private for Profit	PP
02	Private University or College	PR
02	Public University or College	PU
02	State Agricultural Research Stn.	SA
02	Small Business	SB
02	State of Local Government	SL
02	Veterinary School of College	VE

ACCS, continued

Sub object
codes required
with some BOCs

The following table shows BOCs that require Sub BOCs.

BOCs that Require Sub BOCs

Budget Fiscal Year	BOC	Definition
02	2554	Research Support Agreements
02	4117	Grant Agreements
02	4120	Research Grants
02	4140	Grants, Subsidies & Contributions to Individuals
02	4500	Special Payments
02	4521	Specific Cooperative Agreement with State Institution
02	4522	Specific Cooperative Agreement with Local Government
02	4523	Specific Cooperative Agreement with Private Corporation / Institution
02	4531	General Cooperative Agreement with State Institution
02	4533	General Cooperative Agreement with Private Corporation / Institution

Sub
organization

ARS will use the sub organization field to store congressional district codes which will be automatically associated with all level 1 organizations.

Funds Control

Introduction

FFIS restricts the processing of documents against a budget level by using spending controls. Spending controls:

- ◆ Are defined in the Fund Options Table (FUN2) for the following levels: appropriation, apportionment, allocation, allotment, and suballotment
- ◆ Must be specified at each budget level within a fund
- ◆ Can vary by fund
- ◆ Restrict the processing of spending documents against a budget line



Definition

A spending document is any document that records a commitment, obligation or expenditure.

FUN2

An example of the FUN2 table is displayed below:

ARS FUN2 Table Example

```
ACTION: R TABLEID: FUN2 USERID: FRED
FUND OPTIONS REFERENCE TABLE
KEY IS BFYS, FUND

BFYS: 02      FUND: 01

      **** CONTROL OPTIONS ****
      BUDGET      SPENDING
APPROPRIATION:      Y      C
APPORTIONMENT:      Y      C
ALLOCATION:           Y      P
SUBALLOCATION:        N      I
ALLOTMENT:           Y      P
REVENUE BUDGET:      N

      **** DIMENSIONS ****
      ALLOCATION      SUBALLOCATION
DIV:                 Y      N
ORGANIZATION:        N      N
PROGRAM/DEF:         N /    N /
BUDGET OBJECT CODE:  N      N
UPDATE FY BUDGET OPTIONS - ALLOC: Y      SUBALLOC: N      ALLOT: Y
```


Funds Control, *continued*

Table definition



The FUN2 table defines spending controls for the appropriation through allotment budget levels and budgetary dimensions through the suballocation level.

Control options

The following table displays the spending control options in FFIS and their definitions.

Spending Control	Definition
Full Control (C)	The budget that a spending document references must exist in the Budget Execution tables (i.e., the budget table record must be pre-defined). The document amount must not exceed available funds for the budget referenced.
Presence Control (P)	The budget that a spending document references must exist in the Budget Execution tables. Documents may exceed the amount of funds available.
No Control (N)	Spending documents may be processed even if a budget has not yet been established. If a budget does not exist, the system will create a budget record during processing of the document .
Ignore (I)	Ignore indicates that the budget level is not being used.

Funds Control, *continued*

ARS spending controls

ARS spending controls are established in the FUN2 table as follows:

Level of Authority	Spending Control
Appropriation/Apportionment	Full (C)
Allocation	Presence (P)
Suballocation	Ignore (I) ARS will not use this budget level
Allotment	Presence (P)
Suballotment controls are only identified on allotment documents or the SAOP table	No (N)

ARS status of funds

ARS appropriations are distributed and made available in FFIS budget tables at the beginning of each fiscal year. This includes:

- ◆ All appropriations (or continuing resolutions)
- ◆ Estimated reimbursements
- ◆ Trust and Special Funds

ARS is responsible for monitoring its appropriations. The FFIS online inquiry tables providing status of funds for these budget levels are:

- ◆ Appropriation Inquiry Table (APPR)
- ◆ Apportionment Inquiry Table (APOR)
- ◆ Allocation Inquiry Table (ALOC)

The FFIS online inquiry tables that contain the status of funds for Allocation, Allotment and Suballotment budget levels are:

- ◆ Allotment Inquiry Table (ALLT)
 - ◆ Suballotment Inquiry Table (SAIN)
 - ◆ Suballotment Spending Control Inquiry Table (SASP)
-

Funds Control, *continued*

*ARS's budget
structure*

The following are some of the features of ARS's budget structure:

- ◆ ARS budgets at four levels:
 - Appropriation/Appportionment
 - Allocation
 - Allotment
 - Suballotment
 - ◆ ARS budgets by dollars (not by FTEs)
-

Budget Documents in FFIS

Budget Documents Overview

Funds distribution

Two types of documents are used to establish budgets in FFIS:

◆ Budget Documents:

- Define budget levels
- Distribute funds both on an annual and quarterly basis

◆ Approval Documents:

- Approve funds
- Post funds on both an annual and quarterly basis

Budget authority

After budget levels are defined, a budget can be established by distributing authority to each budget level. In FFIS, authority is distributed by entering budget documents.



To establish the ARS budget in FFIS, budget documents must be processed at the Appropriation/Appportionment, Allocation, and Allotment levels before spending can occur, even if the authority documents are only processed with zero dollars.



If you do not enter decimals, FFIS interprets the last two digits to be cents.

Example: If you enter 100 without a decimal and cents, FFIS will read it as \$1.00.

Budget Documents Overview, *continued*

Example

The following table shows the FFIS budget levels and which document(s) will be used to establish the budget at each level

ARS FFIS Budget Documents by Budget Levels

FFIS Budget Level	Document Name	Document Description
Appropriation and Apportionment	AA	The ARS Budget Division uses the Appropriation/Apportionment document to establish all appropriations and apportionments in FFIS.
Apportionment	PA	The ARS Budget Division uses the Apportionment Approval document to approve funds for distribution.
Entire Budget Chain	RP	Reprogramming Document - used to transfer allocations or levels below.
Allocation	BE	The Budget Division enters a BE for each fund distributing the fund to the areas or allocation holders (Divisions).
Allotment	BL	The Area Budget Fiscal Officers (ABFOs) will enter BLs distributing authority to Programs.
Suballotment	SA	The ABFOs also enter SAs distributing authority to BOCs.
Transfer	TA/TC	The ARS Budget Division enters an Appropriation Transfer Document (TA) to establish a pending transfer of appropriated funds. An Appropriation Transfer Approval Document (TC) is used to complete the transfer.

Budget Documents Overview, *continued*

Type of fund

Different types of budgetary authority require different entries on the budget document. The difference is based on whether the fund is a:

- ◆ General Fund
- ◆ Reimbursable Fund
- ◆ Trust & Special Fund



Definition

General, Reimbursable and Special Funds are *government-owned*, because they are derived from general taxing and revenue powers and from business operations.

Trust funds are held by the government in the capacity of custodian or trustee.

Budget Documents Overview, *continued*

Transaction type

The transaction type (TRANS TYPE) field on the budget documents determines the accounting event and how the budget authority updates the general ledger.

For example: When entering an AA document to record an appropriation for a general fund, the user enters an **'01'** for the trans type. The combination of the AA and **'01'** tells FFIS how to post this transaction to the general ledger.

Numbering scheme

Budget documents follow a numbering pattern so that they may be easily recognized or retrieved. The following table shows the numbering conventions for all of the budget documents used by ARS.

ARS FFIS Budget Document Numbering Conventions

Document Name	Trans Code	Document Numbering Scheme	Source (automatic or user-entered)
Appropriation / Apportionment Document	AA	<ul style="list-style-type: none"> Position 1: BFY Positions 2 - 3: FUND Positions 4 - 5: Sequential No Positions 6: Alteration, if necessary 	User Entered User Entered User Entered User Entered
Apportionment / Approval Document	PA	<ul style="list-style-type: none"> Position 1: BFY Positions 2 - 3: FUND Positions 4 - 5: Sequential No Positions 6: Alteration, if necessary 	User Entered User Entered User Entered User Entered
Allocation Budget Execution Document	BE	<ul style="list-style-type: none"> Position 1: BFY Positions 2 - 3: FUND Positions 4 - 5: BAS # Positions 6: Alteration, if necessary 	User Entered User Entered User Entered User Entered
Allotment Budget Execution Document	BL	<ul style="list-style-type: none"> Position 1: BFY Positions 2 - 3: FUND Positions 4 - 7: Location Code Positions 8 - 11: User determined or automatic numbering 	User Entered User Entered User Entered Choice of User Entered or Automatic

Budget Documents Overview, *continued*

Document Name	Trans Code	Document Numbering Scheme	Source (automatic or user-entered)
Suballotment Document	SA	<ul style="list-style-type: none">• Position 1: BFY• Positions 2: Fund Type i.e., G, T, etc. (see table below)• Positions 3 - 9: Last seven digits of Program (MU)• Positions 10 - 11: Sequential No	User Entered User Entered User Entered User Entered



Definition

Alterations on budget documents will be identified with alpha characters.

An alteration letter should be used when there is a correction/update to an original budget document.

*Fund Type used
in SA numbering
scheme*

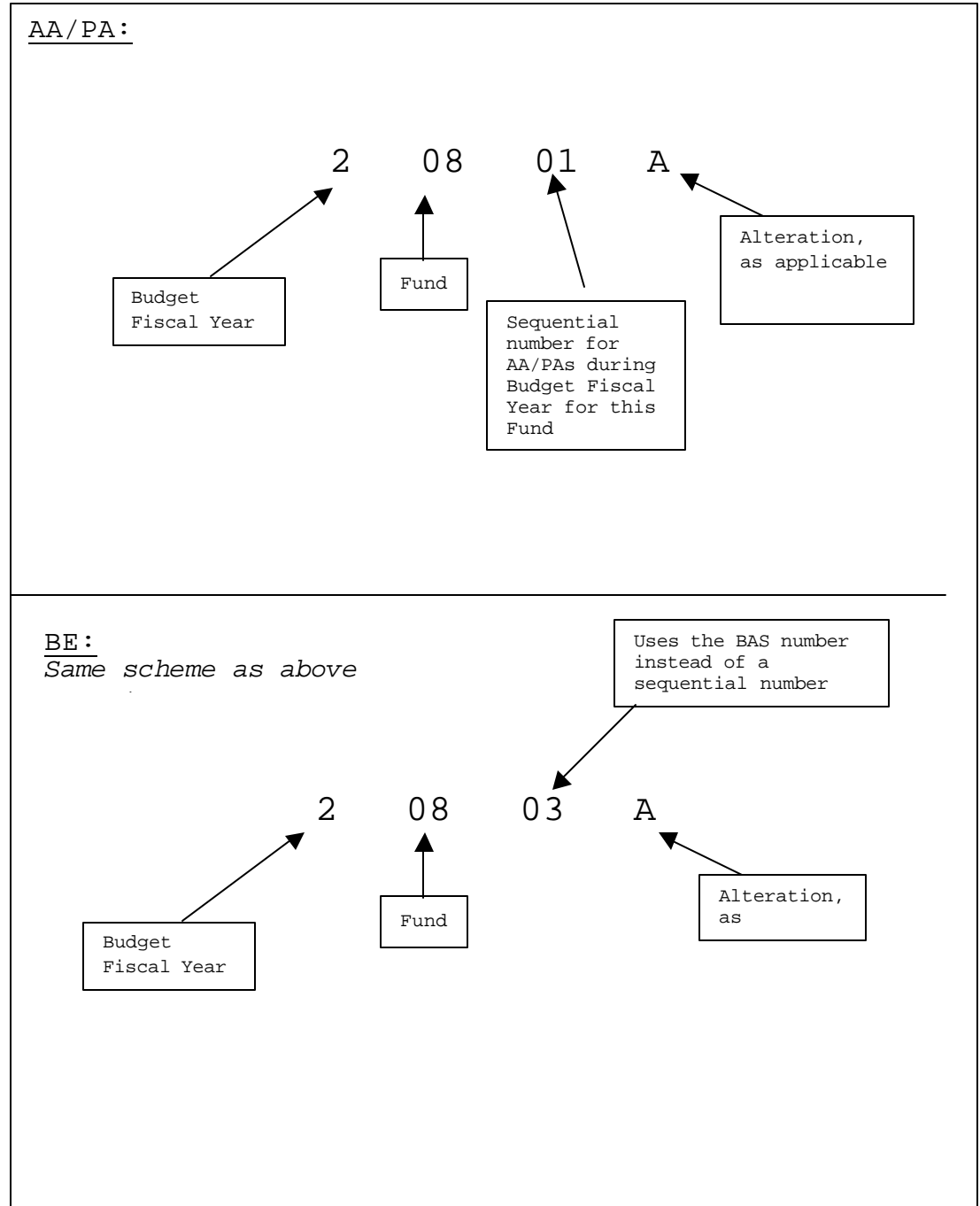
The following fund types will be used in the SA document numbering scheme. These values are stored on the Fund Type Reference Table (FTYP)

Fund Type	Fund Type Name
G	General Fund
B	Reimbursable
1	Receipt Account
C	Clearing Account/Deposit Suspense
T	Trust Fund
D	Deposit Fund

Budget Documents Overview, *continued*

ARS numbering
schemes

Sample ARS Budget Document Numbering Schemes

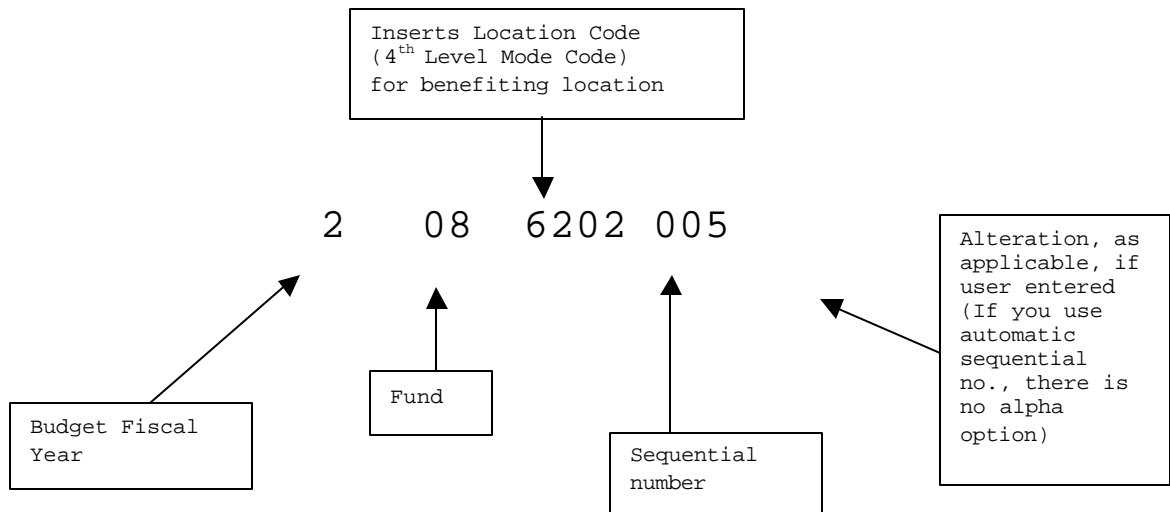


Budget Documents Overview, *continued*

Sample ARS Budget Document Numbering Schemes, *continued*

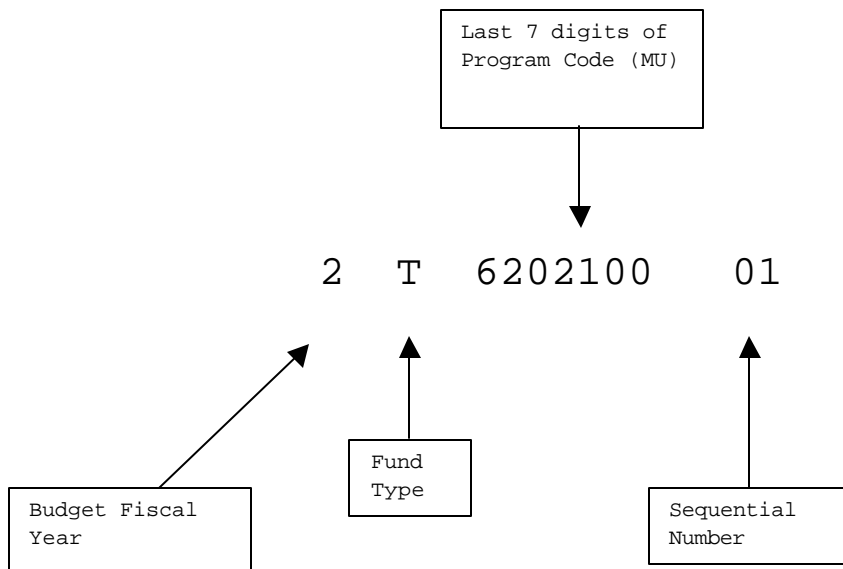
BL:

Same scheme as above except:



SA:

Drops the Location Code, adds last seven digits of Program Code (MU) and a sequential number



Appropriation and Apportionment Document (AA)

Uses of AA document



Definition

The AA document records the appropriation for a particular fund and creates one or more pending apportionments.

The Appropriation and Apportionment Document (AA) is used to:

- ◆ Enter and update appropriations
- ◆ Enter and update pending apportionments
- ◆ Apportion transfer amounts
- ◆ Record estimated reimbursements

Tables updated

The AA document updates the following tables:

- ◆ Appropriation Table (APPR)
- ◆ Apportionment Table (APOR)
- ◆ Fiscal Year Appropriation Table (FAPP)
- ◆ Fiscal Year Apportionment Table (FAPR)
- ◆ General Ledger Balance Table (GLBL)
- ◆ General Ledger Detail Balance Table (GLDB)
- ◆ Monthly Summary General Ledger Balance Table (MSGSL)



When the original budget has been officially approved and entered in FFIS, BPMS will notify the FFIS Functional Administrator.

The Functional Administrator will change the *Budget Indicator* on the Fiscal Year Reference Table (FSYR) to “Y.” This change will not allow further updates to the original budget amounts, only to the approved budget amounts.

Appropriation and Apportionment Document (AA), *continued*

ARS General Funds

The ARS fund codes that fall in the category of General Funds
(Fund Category = G) are:

- ◆ 01 Direct Appropriation
 - ◆ 02 Hazardous Waste – Dept. Parent/ARS Child
 - ◆ 07 Department Rental Payments
 - ◆ 42 Transfer Money from USAID for Collaborative Research
 - ◆ 43 USAID Transfer to ARS for Collaborative Research
 - ◆ 44 NAL WIC Training
 - ◆ 51 Construction Fund
 - ◆ 53 Buildings and Facilities – ARS Parent/CSREES Child
 - ◆ 57 APHIS Building and Facilities – APHIS Parent/ARS Child
 - ◆ 63 Buildings and Facilities
-

AA Document for General Funds

AA document
header
screen with
required
fields
(General
Funds)

The screen below depicts an AA document header screen for General Funds.

AA Document Header Screen (General Funds)

```
COMMND:          DOCID: 1
STATUS:          BATID:          SEC2:
                APPROPRIATION AND APPORTIONMENT DOCUMENT
TRANS DATE:      ACCTG PD: 2
ACTION: 3        BUDGET FYS: 4    FUND: 5    TOT APPOR AMT:
                TOT APPOR FTES:
                TR TYPE  REVISED AMOUNT  INC/DEC AMOUNT
                -----
                APPROP:   6                7                IND:
EST REIMBUR:                                OPTION:
EST RECOVER:
STAT RES:                                PUB LAW:
APPR FTES:
APPORTIONMENT PD 1-4 TRANS TYPE:  8  APPORTIONMENT DEFERRED TRANS TYPE:
APPOR PERIOD  PENDING APPOR AMT  APPOR INC/DEC AMT  APPOR FTES  FTE INC/DEC
-----
1
2
3
4
```


AA Document for General Funds, *continued*

AA document
required fields
(General Funds)

The table below shows required fields for AA General Funds. You may locate the field on the table by referring to its corresponding number tag and matching it with the screen on the preceding page.

AA Required Document Fields (General Funds)

#	Field Name	Data	
1	DOCID	• Trans Code	AA (Type of Document)
		• Sec1 Code	01 (Division Code)
		• Document #	BFY+Fund+Sequential #+Alteration (e.g., 20101A)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	ACTION	A for Add C for Change OR D for Deactivate	
4	BUDGET FYS	2-digit Budget Fiscal Year	
5	FUND	Valid Fund Code from FUND table	
6	APPROP TR TYPE	01 for new entries and modifications except for rescissions RC for rescissions	
7	APPROP INC/DEC AMOUNT	<ul style="list-style-type: none"> • Total appropriation, if this is an Add, or • The signed amount of increase/decrease, if this is a Change 	
8	APPORTIONMENT PD 1-4 TRANS TYPE	PN	
9	APPOR INC/DEC AMT	<ul style="list-style-type: none"> • Apportionment amount, if this is an Add, or • Increase/decrease amount, if this is a Change 	

AA Document for General Funds, *continued*

Creating an AA
document
(General Funds)

To create an AA document for general funds, apply the steps listed in the table below:

Creating an AA Document (General Funds)

Step	Action
1	<u>FROM A TABLE:</u> Type L in the ACTION field of a table. In the TABLEID field type AA. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the AA and type division code in the SEC1 field (e.g., 01).
	<u>FROM WITHIN A DOCUMENT:</u> Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type AA. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., 20101A).
3	Press Enter.
4	Tab to ACCTG PD and enter accounting period.
5	In the ACTION field type A for add.
6	In the BUDGET FYS field type the 2-digit budget fiscal year.
7	Tab to FUND, and type in a valid fund code from the FUND table.
8	Tab to APPROP TR TYPE, and type 01 for entries or modifications. Or type RC for a rescission.
9	Tab to APPROP INC/DEC AMOUNT and enter dollar amount (include two decimals).
10	Tab to APPORTIONMENT PD 1-4 TRANS TYPE and type PN.
11	Tab to APPOR INC/DEC AMT (APPOR PERIOD 1), and enter dollar amount (include two decimals).

AA Document for General Funds, *continued*

Creating an AA Document (General Funds)

STEP	ACTION
To check for errors and process...	
12	Press HOME key, and type E in the COMMND field.
13	Press Enter.
14	If there are no error messages at the bottom of the screen and the document status is "SCHED", press HOME key, and type R in the COMMND field.
15	Press Enter. If there are error messages at the bottom of the screen, the document status is "REJCT." If there are no errors, the status is "ACCPT."

AA Document for Reimbursable Funds

ARS
Reimbursable
Funds

The ARS fund codes that fall in the category of Reimbursable Funds (fund category = W)

- ◆ 08 Reimbursable
- ◆ 88 Patent Culture Collection
- ◆ 89 Revocable Permits and Easement Collections

AA document
header screen
with required
fields
(Reimbursable
Funds)

The screen below depicts an AA header screen for reimbursable funds:

AA Document Header Screen (Reimbursable Funds)

```
COMMND:          DOCID: 1
STATUS:          BATID:          SEC2:
                APPROPRIATION AND APPORTIONMENT DOCUMENT
TRANS DATE:      ACCTG PD: 2
ACTION: 3        BUDGET FYS: 4    FUND: 5    TOT APPOR AMT:
                TOT APPOR FTES:
                TR TYPE  REVISED AMOUNT  INC/DEC AMOUNT
                -----
                APPROP:          IND:
EST REIMBUR:    6                7    OPTION: 8
EST RECOVER:
STAT RES:
APPR FTES:
APPORTIONMENT PD 1-4 TRANS TYPE: 9  APPORTIONMENT DEFERRED TRANS TYPE:
APPOR PERIOD  PENDING APPOR AMT  APPOR INC/DEC AMT  APPOR FTES  FTE INC/DEC
-----
1
2
3
4
```

AA Document for Reimbursable Funds, *continued*

AA document
required fields
(Reimbursable
Funds)

The table below shows required fields for AA Reimbursable Funds. You may locate the field on the table by referring to its corresponding number tag and matching it with the screen on the preceding page:

AA Document Required Fields (Reimbursable Funds)

#	Field Name	Data	
1	DOCID	• Trans Code	AA (Type of Document)
		• Sec1 Code	01 (SEC1 Code)
		• Document #	BFY+Fund+Sequential #+Alteration (e.g., 20801A)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	ACTION	A for Add C for Change, or D for Deactivate	
4	BUDGET FYS	2-digit Budget Fiscal Year	
5	FUND	Valid Fund Code from FUND table	
6	EST REIMBUR TR TYPE	WC	
7	EST REIMBUR INC/ DEC AMOUNT	<ul style="list-style-type: none"> • Total appropriation, if this is an add, or • Signed amount of the increase/decrease, if this is a change 	
8	OPTION	E (includes estimated reimbursements in limiting budget authority)	
9	APPORTIONMENT PD 1-4 TRANS TYPE	PN	
10	APPOR INC/DEC AMT	<ul style="list-style-type: none"> • Apportionment, if this is an add, or • Increase/decrease amount, if this is a change 	

AA Document for Reimbursable Funds, *continued*

*Creating an AA
document
(Reimbursable
Funds)*

To create an AA document for reimbursable funds, apply the steps listed in the table below:

Creating an AA Document (Reimbursable Funds)

Step	Action
1	<p><u>FROM A TABLE:</u></p> <p>Type L in the ACTION field of a table.</p> <p>In the TABLEID field type AA.</p> <p>Press the spacebar twice to clear possible remaining data.</p> <p>Press Enter.</p> <p>Tab twice to the field following the AA and type the 2-digit SEC1 code (e.g., 01).</p>
	<p><u>FROM WITHIN A DOCUMENT:</u></p> <p>Type NEW in the COMMND field of a document.</p> <p>Tab to the TRANS CODE field and type AA.</p> <p>Tab to the SEC 1 code and type division code (e.g., 01).</p>
2	Tab to the next field, and type the document number (e.g., 20801A).
3	Press Enter.
4	Tab to ACCTG PD and enter accounting period.
5	In the ACTION field type A for add.
6	In the BUDGET FYS field, type the 2-digit budget fiscal year.
7	Tab to FUND, and type in a valid fund code from the FUND table.
8	Tab to EST REIMBUR TR TYPE, and type WC.
9	Tab to EST REIMBUR INC/DEC AMOUNT, and enter the dollar amount.
10	Tab to OPTION, and type E for estimate.
11	Tab to APPORTIONMENT PD 1-4 TRANS TYPE, and type PN.
12	Tab to APPOR INC/DEC AMT (APPOR PERIOD 1), and enter the dollar amount.

AA Document for Reimbursable Funds, *continued*

Creating an AA Document (Reimbursable Funds)

To check for errors and process...	
13	Press HOME key, and type E in the COMMND field.
14	Press Enter.
15	If there are no error messages at the bottom of the screen and the document status is "SCHD", press HOME key, and type R in the COMMND field.
16	Press Enter. If there are error messages at the bottom of the screen, the document status is "REJCT." If there are no errors, the status is "ACCP."

AA Document for Trust & Special Funds

*ARS Trust and
Special Funds*

The ARS fund code that falls in the category of Trust & Special Funds (fund category = T) are:

- ◆ 87 Concession Fees and Volunteer Services
 - ◆ 91 Technology Transfer (CRADA)
 - ◆ 92 Technology Transfer and Licensing Receipts
 - ◆ 93 Miscellaneous Contributed Funds
 - ◆ 95 Gifts and Bequests – Dept. Parent/ARS Child
-

*AA Document
header screen
(Trust &
Special Funds)*

The screen below depicts an example of the AA header screen for Trust & Special Funds:

AA Document Header Screen (Trust & Special Funds)

```

COMMND:                DOCID: 1
STATUS:                BATID:                SEC2:
                        APPROPRIATION AND APPORTIONMENT DOCUMENT
TRANS DATE:            ACCTG PD: 2
ACTION: 3              BUDGET FYS: 4          FUND: 5          TOT APPOR AMT:
                                                TOT APPOR FTES:
                        TR TYPE  REVISED AMOUNT  INC/DEC AMOUNT
                        -----
                        APPROP:                IND:
EST REIMBUR:           6                      7          OPTION: 8
EST RECOVER:
STAT RES:                PUB LAW:
APPR FTES:
APPORTIONMENT PD 1-4 TRANS TYPE: 9  APPORTIONMENT DEFERRED TRANS TYPE:
APPOR PERIOD  PENDING APPOR AMT  APPOR INC/DEC AMT  APPOR FTES  FTE INC/DEC
-----
1
2
3
4
                        10

```


AA Document for Trust & Special Funds, *continued*

AA document
required fields
(Trust &
Special)

The table below shows required fields for AA Trust and Special Funds. You may locate the field on the table by referring to its corresponding number tag and matching it with the screen on the preceding page:

AA Document Required Fields (Trust and Special Funds)

#	Field Name	Data	
1	DOCID	• Trans Code	AA (Type of Document)
		• Sec1 Code	01 (SEC1 Code)
		• Document #	BFY+Fund+Sequential #+Alteration (e.g., 29301A)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	ACTION	A for Add. C for Change. OR D for Deactivate	
4	BUDGET FYS	2-digit Budget Fiscal Year	
5	FUND	Valid Fund Code from FUND table	
6	EST REIMBUR TR TYPE	AN	
7	EST REIMBUR INC/ DEC AMOUNT	<ul style="list-style-type: none"> • Total appropriation if this is an add, or • Signed amount of the increase/decrease if this is a change 	
8	OPTION	E (includes estimated reimbursements in limiting budget authority)	
9	APPORIONMENT PD 1-4 TRANS TYPE	PN	
10	APPOR INC/DEC AMT (APPOR PD 1)	<ul style="list-style-type: none"> • Apportionment, if this is an add, or • Increase/decrease amount, if this is a change 	

AA Document for Trust & Special Funds, *continued*

*Creating an AA
document (Trust
& Special
Funds)*

To create an AA document for Trust and Special Funds, apply the steps listed in the table below:

Creating an AA Document (Trust & Special Funds)

Step	Action
1	<u>FROM A TABLE:</u> Type L in the ACTION field of a table. In the TABLEID field type AA. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the AA and type the 2-digit SEC1 code (e.g., 01).
	<u>FROM WITHIN A DOCUMENT:</u> Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type AA. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., 29301A).
3	Press Enter.
4	Tab to ACCTG PD and enter accounting period.
5	In the ACTION field type A for add.
6	Tab to BUDGET FYS, and type the 2-digit budget fiscal year.
7	Tab to FUND, and type in a valid fund code from the FUND table.
8	Tab to EST REIMBUR TR TYPE, and type AN.
9	Tab to EST REIMBUR INC/DEC AMOUNT, and enter amount.
10	Tab to OPTION, and type E.
11	Tab to APPORTIONMENT PD 1-4 TRANS TYPE, and type PN.
12	Tab to APPOR INC/DEC AMT (APPOR PERIOD 1), and enter amount.

AA Document for Trust & Special Funds, *continued*

Creating an AA Document (Trust & Special Funds)

STEP	ACTION
To check for errors and process...	
13	Press HOME key and type E in the COMMND field.
14	Press Enter.
15	If there are no error messages at the bottom of the screen and the document status is "SCHED", press HOME key, and type R in the COMMND field.
16	Press Enter. If there are error messages at the bottom of the screen, the document status is "REJECT." If there are no errors, the status is "ACCPT."

Apportionment Approval Document (PA)

*Uses of PA
document*



The PA document is used to approve the pending apportionment created by the AA documents and to post funds to the general ledger.

Tables updated

The Apportionment Approval Document (PA) is used to approve and post pending apportionment amounts.

It updates the following tables:

- ◆ Appropriation Table (APPR)
 - ◆ Apportionment Table (APOR)
 - ◆ Fiscal Year Appropriation Table (FAPP)
 - ◆ Fiscal Year Apportionment Table (FAPR)
 - ◆ General Ledger Balance Table (GLBL)
 - ◆ General Ledger Detail Balance Table (GLDB)
 - ◆ Monthly Summary General Ledger Balance Table (MSGSL)
-

Apportionment Approval Document (PA) , *continued*

*PA document
header screen
with required
fields*

The screen below shows an example of the PA Header Screen:

PA Document Header Screen

COMMND:	DOCID: 1	
STATUS: ACCPT	BATID:	SEC2:
APPORTIONMENT APPROVAL DOCUMENT		
TRANS DATE:	ACCTG PD: 2	
DOC ACTION: 3	(1 - APPROVE PENDING AMOUNTS)	POST IND: 4
	(2 - REJECT AND CLEAR PENDING AMOUNTS)	
BUDGET FYS: 5	TRANS TYPES - PERIOD 1-4	DEFERRED
FUND: 6	-----	-----
APPOR PERIOD: 7	APPROVED: 8	
TOTAL AMOUNT: 9	POSTED: 10	

Apportionment Approval Document (PA) , *continued*

The table below shows required fields for PA documents. You may locate the field on the table by referring to its corresponding number tag and matching it with the screen on the preceding page:

*PA document
required
fields*

#	Field Name	Data	
1	DOCID	Trans Code	PA (Type of Document)
		Sec1 Code	01 (SEC1 Code)
		Document #	BFY+Fund+Sequential #+Alteration (e.g., 20101A)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	DOC ACTION	1 to approve amounts, or 2 to reject amounts	
4	POST IND	Y to post YTD budget authority	
5	BUDGET FYS	The 2-digit Budget Fiscal Year	
6	FUND	Valid Fund Code from FUND table	
7	APPOR PERIOD	1	
8	TRANS TYPES -APPROVED PERIOD 1-4	AP	
9	TOTAL AMOUNT	Total apportionment amount. (NOTE: This field is optional and if left blank, all pending authority for a fund will be Approved)	
10	TRANS TYPES POSTED PERIOD 1-4	01	

Apportionment Approval Document (PA), *continued*

To create a PA document, apply the steps listed in the table below:

*Creating a PA
document*

Step	Action
1	<u>FROM A TABLE:</u> Type L in the ACTION field of a table. In the TABLEID field type PA. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the PA and type the 2-digit SEC1 code (e.g., 01).
	<u>FROM WITHIN A DOCUMENT:</u> Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type PA. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., 20101A).
3	Press Enter.
4	Tab to ACCTG PD and enter accounting period.
5	In the DOC ACTION field type 1 to approve amounts.
6	In the POST IND field type Y.
7	Tab to BUDGET FYS, and type the 2-digit budget fiscal year.
8	Tab to FUND, and type the valid fund code derived from the FUND table.
9	Tab to APPOR PERIOD, and type 1.
10	In the TRANS TYPE APPROVED PERIOD 1-4 type AP.
11	Tab to TOTAL AMOUNT and type the dollar amount or leave blank. (NOTE: This field is optional and if left blank, all pending authority for a fund will be Approved)
12	Tab to TRANS TYPE POSTED PERIOD 1-4, and type 01.

Apportionment Approval Document (PA), *continued*

Step	Action
To check for errors and process...	
13	Press HOME key, and type E in the COMMND field.
14	Press Enter.
15	If there are no error messages at the bottom of the screen and the document status is "SCHD", press HOME key, and type R in the COMMND field.
16	Press Enter. If there are error messages at the bottom of the screen, the document status is "REJCT." If there are no errors, the status is "ACCPT."

Appropriation Transfer Document (TA)

Uses of TA document



The TA document is used to enter pending appropriation transfers and pending appropriations (reappropriations) that require Treasury approval.

Tables updated

The TA document updates the following tables:

- ◆ Appropriation Transfer Header Table (ATHT)
 - ◆ Appropriation Transfer Line Table (ATLT)
 - ◆ General Ledger Balance Table (GLBL)
 - ◆ General Ledger Detail Balance Table (GLDB)
 - ◆ Monthly Summary General Ledger Balance Table (MSGSL)
-

Appropriation Transfer Document (TA) , *continued*

TA document
combined header
and line screen
with required
fields

The screen below depicts an example of a TA document [where the transfer of funds occur from an outside source to a fund within the application] with a combined header and line screen.

TA Document Combined Header and Line Screen with Required Fields

COMMND: NEW				DOCID: 1							
STATUS:				BATID:				SEC2:			
H-											
ANTICIPATED APPROPRIATION TRANSFER DOCUMENT											
TRANS DATE:				ACCTG PD: 2							
DOLLAR TRANSFER TOT: 3								FTE TRANSFER TOT:			
ACTION: 4				OMB APPROVAL DATE:				DOCUMENT TYPE: 5			
TRANSFER AUTHORITY: 6											
----- FROM ----- TO -----											
TR											
LN	TP	BFYS	FUND	GUEST	SYMBOL	TP	BFYS	FUND	GUEST	SYMBOL	

01-	7	8	9	10		11	12	13			
	DOLLAR AMOUNT:			14		FTE COUNT:				I/D:	15
02-	DOLLAR AMOUNT:					FTE COUNT:				I/D:	
03-	DOLLAR AMOUNT:					FTE COUNT:				I/D:	
04-	DOLLAR AMOUNT:					FTE COUNT:				I/D:	

Appropriation Transfer Document (TA) , *continued*

The table below shows required fields for TA documents. You may locate the field on the table by referring to its corresponding number tag and matching it with the example screen:

TA document
required fields

#	Field Name	Data	
1	DOCID	Trans Code	Type TA (Type of Document)
		Sec1 Code	Division Code (e.g., 01).
		Document #	Type in BFY+Funds (from and to)+Sequential #+Alteration (e.g., 2950101A)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	DOLLAR TRANSFER TOT	Enter the total amount of the transfer	
4	ACTION	A (to add a new appropriation transfer), or C (to change an anticipated appropriation transfer)	
5	DOCUMENT TYPE	The type of appropriation transfer: 1 (Budget Authority), or 2 (Unobligated Balance), or 3 (Reappropriation)	
6	TRANSFER AUTHORITY	The identification for the authority to transfer money between appropriations. Usually, the public law.	
7	LN	If <i>adding</i> a transfer, the line number associated with the reappropriation If <i>changing</i> a transfer, the line number from the original TA document stored in the Appropriation Transfer Line Table (ATLT)	
8	FROM TR TP	The transaction type that identifies the appropriate type of transfer out: CY for current year authority transfers PY for prior year balance transfers	

Appropriation Transfer Document (TA), *continued*

TA Document
Required Fields

#	Field Name	Data
9	FROM BFYS	Enter last two digits of BFY(s) for the transfer out
10	FROM FUND	Enter fund for the transfer out
11	TO TR TP	The transaction type that identifies the appropriate type of transfer in: CY for current year authority transfers PY for prior year balance transfers
12	TO BFYS	The BFY(s) for the transfer in
13	TO FUND	The fund for the transfer in
14	DOLLAR AMOUNT	If <i>adding</i> a transfer, enter the total transfer amount. If <i>changing</i> a transfer, enter the unsigned amount that the appropriation increases or decreases.
15	I/D	If increasing a transfer, enter I If decreasing a transfer, enter D

Appropriation Transfer Document (TA), *continued*

To create a TA document, follow the steps below:

*Creating a TA
Document*

Step	Action
1	<u>FROM A TABLE:</u> Type L in the ACTION field of a table. In the TABLEID field type TA. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the TA and type the 2-digit SEC1 code (division code, e.g., 01).
	<u>FROM WITHIN A DOCUMENT:</u> Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type TA. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number - 2950101A.
3	Press Enter.
In the Header screen . . .	
4	Tab to ACCTG PD and enter accounting period.
5	In the DOLLAR TRANSFER TOT enter the total transfer amount.
6	Tab to ACTION, and type A for add.
7	Tab to DOCUMENT TYPE, and type 1.
8	In the TRANSFER AUTHORITY field type the identification for the authority to transfer money between appropriations. Usually, the public law.

Appropriation Transfer Document (TA) , *continued*

STEP	ACTION
In the Line screen . . .	
9	Tab to LN, and enter the line number associated with the reappropriation, (e.g., 001).
10	Tab to FROM TR TP and enter the transaction type that identifies the appropriate type of transfer out - CY for current year authority transfers, or PY for prior year balance transfers.
11	In the FROM BFYS field enter the budget fiscal year for the transfer out.
12	Tab to FROM FUND and enter the fund for the transfer out (e.g., 95).
13	Tab to TO TR TP and enter the transaction type that identifies the appropriate type of transfer in - CY for current year authority transfers, or PY for prior year balance transfers.
14	In the TO BFYS field enter the budget fiscal year for the transfer in.
15	Tab to TO FUND and enter the fund for the transfer in (e.g., 01).
16	Tab to DOLLAR AMOUNT and enter the total transfer amount.
17	Tab to I/D and indicate whether this is a decrease (D) or an increase (I). Defaults to I.
To check for errors and process...	
18	Press the HOME key and type E in the COMMND field.
19	Press Enter.
20	If there are no error messages at the bottom of the screen and the document status is "SCHED", press HOME key, and type R in the COMMND field.
21	Press Enter. If there are error messages at the bottom of the screen, the document status is "REJECT." If there are no errors, the status is "ACCPT."

Appropriation Transfer Approval Document (TC)

Uses of TC document



Definition

The TC document is used to approve or reject pending appropriation transfers.

Tables updated

The TC document updates the following tables:

- ◆ Appropriation Table (APPR)
 - ◆ Fiscal Year Appropriation Table (FAPP)
 - ◆ Appropriation Transfers Header Table (ATHT)
 - ◆ General Ledger Balance Table (GLBL)
 - ◆ General Ledger Detail Balance Table (GLDB)
 - ◆ Monthly Summary General Ledger Balance Table (MSGGL)
-

Appropriation Transfer Approval Document (TC), *continued*

*TC document
screen with
required fields*

The screen below depicts an example of the TC document screen:

TC Document Screen with Required Fields

```
COMMND: NEW          DOCID: 1
STATUS:              BATID:          SEC2:

                      APPROPRIATION TRANSFER APPROVAL DOCUMENT

TRANS DATE:          ACCTG PD: 2

      ACTION: 3      ( 1-APPROVE ANTICIPATED AMOUNTS      )
                    ( 2-REJECT AND CLEAR ANTICIPATED AMOUNTS )

TRANSFER DOC ID:     4
TREASURY VOUCHER #:  5
TRANSFER TOTAL:      6
```


Appropriation Transfer Approval Document (TC), *continued*

*TC document
required fields*

The table below shows required fields for TC documents. You may locate the field on the table by referring to its corresponding number tag and matching it with the example screen:

TC Document Required Fields

#	Field Name	Data	
1	DOCID	Trans Code	TC (Type of Document)
		Sec1 Code	Division Code (e.g., 01).
		Document #	Type in BFY+Funds (from and to)+ Sequential #+Alteration (e.g., 2950101A)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	ACTION	1 (to approve anticipated amounts), or 2 (to reject and clear the anticipated amounts)	
4	TRANSFER DOC ID	The document ID of the approved or rejected Appropriation Transfer Document (TA)	
5	TREASURY VOUCHER #	The Treasury Voucher Number	
6	TRANSFER TOTAL	The total amount for the transfer document being approved or rejected	

Appropriation Transfer Approval Document (TC), *continued*

To create a TC document, follow the steps below:

*Creating a TC
Document*

Step	Action
1	<u>FROM A TABLE:</u> Type L in the ACTION field of a table. In the TABLEID field type TC. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the TC and type the 2-digit SEC1 code (division code, e.g., 01).
	<u>FROM WITHIN A DOCUMENT:</u> Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type TC. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., 2950101A).
3	Press Enter.
4	Tab to ACCTG PD and enter accounting period.
5	In the ACTION field type 1 to approve anticipated amounts.
6	In the TRANSFER DOC ID field enter the document ID of the approved or rejected TA document.
7	Tab to TREASURY VOUCHER #, and enter the treasury voucher number for the transfer.
8	Tab to TRANSFER TOTAL, and enter the total amount for the transfer document being approved or rejected.

Appropriation Transfer Approval Document (TC), *continued*

To check for errors and process...	
9	Press the HOME key and type E in the COMMND field.
10	Press Enter.
11	If there are no error messages at the bottom of the screen and the document status is "SCHED", press HOME key, and type R in the COMMND field.
12	Press Enter. If there are error messages at the bottom of the screen, the document status is "REJCT." If there are no errors, the status is "ACCPY."

Budget Execution Document (BE) for Allocations

Uses of BE document



Definition

The BE Document approves and posts funds to the areas/allocation holders.

The Budget Execution Document (BE) is used to:

- ◆ Post year-to-date budget authority directly, without the need to enter pending and approving documents
- ◆ Budget to the allocation budget level

Tables updated

The BE document updates the following tables:

- ◆ Appropriation Table (APPR)
 - ◆ Apportionment Table (APOR)
 - ◆ Allocation Table (ALOC)
 - ◆ Fiscal Year Appropriation Table (FAPP)
 - ◆ Fiscal Year Apportionment Table (FAPR)
 - ◆ Monthly Summary General Ledger Balance Table (MSGL)
 - ◆ General Ledger Balance Table (GLBL)
 - ◆ General Ledger Detail Balance Table (GLDB)
-

Budget Execution Document (BE) for Allocations, *continued*

BE document
combined header
and line screen
with required
fields

The screen below depicts an example of the BE document with a combined
header and line screen:

BE Document Combined Header and Line screen

COMMND:	DOCID: 1	
STATUS: ACCPT	BATID:	SEC2:
H-		
BUDGET EXECUTION DOCUMENT		
TRANS DATE:	ACCTG PD: 2	APPRV TR TYPE: 3
BUDGET FYS 5	FUND: 6	POSTED TR TYPE: 4
TOTAL REVISED AMT:	HEADER ACTION IND:	APPOR PERIOD: 7
	BUDGET LEVEL: 8	
A		
C	TRANS TYPE P	
T DIV ORG PROGRAM BOC APPRV POST D	YTD AMT	INC/DEC AMT

01- 9 10	1	11
SPENDING IND:	2	
	3	
DESCRIPTION	4	
SUBALLOT OPTNS		REVISED
ORG PGM BOC SPN	TR TYPE	AMOUNT
---	-----	-----

Budget Execution Document (BE) for Allocations, *continued*

*BE document
required fields*

The table below shows required fields for BE documents. You may locate the field on the table by referring to its corresponding number tag and matching it with the screen on the preceding page:

BE Document Required Fields

#	Field Name	Data	
1	DOCID	Trans Code	BE (Type of Document)
		Sec1 Code	Division Code (e.g., 01)
		Document #	Type in BFY+Fund+BAS #+Alteration (e.g., 20103A)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	APPRV TR TYPE	AP	
4	POSTED TR TYPE	01	
5	BUDGET FYS	2-digit Budget Fiscal Year	
6	FUND	Valid Fund Code from FUND table	
7	APPOR PERIOD	1 (Period through which you post authority)	
8	BUDGET LEVEL	2-letter code indicating budget level: AC = allocation	
9	ACT	A for Add C for Change, OR D for Deactivate	
10	DIV	Valid division code from the DVSN table	
11	INC/DEC AMT PD 1	<ul style="list-style-type: none"> • Total appropriation, if this is an Add, or • Signed amount of the increase/decrease, if this is a Change 	

Budget Execution Document (BE) for Allocations, *continued*

To create a BE document, apply the steps listed in the table below:

*Creating a BE
document*

Step	Action
1	<u>FROM A TABLE:</u> Type L in the ACTION field of a table. In the TABLEID field type BE. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the BE and type the 2-digit SEC1 code (division code, e.g., 01).
	<u>FROM WITHIN A DOCUMENT:</u> Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type BE. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number - 20103A.
3	Press Enter.
In the Header screen . . .	
4	Tab to ACCTG PD and enter accounting period.
5	In the APPRV TR TYPE field type AP.
6	In the POSTED TR TYPE field type 01.
7	Tab to BUDGET FYS, and type the 2-digit budget fiscal year.
8	Tab to FUND, and type in a valid fund code from the FUND table.
9	Tab to APPOR PERIOD and type 1.
10	Tab to BUDGET LEVEL, and type AC for allocation.
In the Line screen . . .	
11	In the ACT field type A for Add.
12	In the DIV field type a valid division code from the DVSN table.
13	Tab to INC/DEC AMT PD 1, and type the dollar amount to add to or subtract from the budget.

Budget Execution Document (BE) for Allocations, *continued*

To check for errors and process...	
14	Press the HOME key and type E in the COMMND field.
15	Press Enter.
16	If there are no error messages at the bottom of the screen and the document status is "SCHED", press HOME key, and type R in the COMMND field.
17	Press Enter. If there are error messages at the bottom of the screen, the document status is "REJCT." If there are no errors, the status is "ACCPY."

Budget Execution Document (BL) for Allotments

Uses of BL document



Definition

The BL Document approves and posts funds for the program code.

The Budget Execution Document (BL) is used to:

- ◆ Post year-to-date budget authority directly, without the need to enter pending and approving documents
- ◆ Budget to the allotment budget level

Tables updated

The BL document updates the following tables:

- ◆ Appropriation Table (APPR)
- ◆ Apportionment Table (APOR)
- ◆ Allocation Table (ALOC)
- ◆ Allotment Inquiry Table (ALLT)
- ◆ Fiscal Year Appropriation Table (FAPP)
- ◆ Fiscal Year Apportionment Table (FAPR)
- ◆ Fiscal Year Allotment Table (FALT)
- ◆ General Ledger Balance Table (GLBL)
- ◆ General Ledger Detail Balance Table (GLDB)
- ◆ Monthly Summary General Ledger Balance Table (MSGSL)

Budget Execution Document (BL) for Allotments, *continued*

BL document
combined header
and line screen
with required
fields

The screen below depicts an example of the BL document with a combined
header and line screen:

BL Document combined Header and Line screen

COMMND:	DOCID: 1	
STATUS: ACCPT	BATID:	SEC2:
H-		
BUDGET EXECUTION DOCUMENT		
TRANS DATE:	ACCTG PD: 2	APPRV TR TYPE: 3
BUDGET FYS 5	FUND: 6	HEADER ACTION IND:
TOTAL REVISED AMT:		BUDGET LEVEL: 8
A		
C		
T DIV	ORG	PROGRAM
01- 9	10	11
SPENDING IND:		
DESCRIPTION		
SUBALLOT OPTNS		
ORG PGM	BOC SPN	
13	14	15
		16
TRANS TYPE	P	
APPRV POST	D	
1		
2		
3		
4		
YTD AMT		
12		
INC/DEC AMT		
REVISED		
AMOUNT		
INC/DEC AMT		

Budget Execution Document (BL) for Allotments, *continued*

The table below shows required fields for BL documents. You may locate the field on the table by referring to its corresponding number tag and matching it with the screen on the preceding page:

BE Document Required Fields

*BL document
required fields*

#	Field Name	Data	
1	DOCID	Trans Code	BL (Type of Document)
		Sec1 Code	Division Code (e.g., 01).
		Document #	BFY+Fund+Location Code +User Defined & Alteration No or System Generated Sequential No (Examples: User defined = 201620203A, system-generated = 20162020003)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	APPRV TR TYPE	AP	
4	POSTED TR TYPE	01	
5	BUDGET FYS	2-digit Budget Fiscal Year	
6	FUND	Valid Fund Code from FUND table	
7	APPOR PERIOD	1 (Period through which you post authority)	
8	BUDGET LEVEL	2-letter code indicating budget level: AL = allotment	
9	ACT	A for Add C for Change, OR D for Deactivate	
10	DIV	Valid division code from the DVSN table	
11	PROGRAM	Valid program code from the PGMT table	
12	INC/DEC AMT PD 1	<ul style="list-style-type: none"> • Total appropriation, if this is an Add, or • Signed amount of the increase/decrease, if this is a Change 	
13	SUBALLOT OPTNS ORG	Type N	
14	SUBALLOT OPTNS PGM	Type Y	
15	SUBALLOT OPTNS BOC	Type Y	
16	SUBALLOT OPTNS SPN	Type N	

Budget Execution Document (BL) for Allotments, *continued*

To create a BL document, apply the steps listed in the table below:

Creating a BL Document

Step	Action
1	<p><u>FROM A TABLE:</u></p> <p>Type L in the ACTION field of a table.</p> <p>In the TABLEID field type BL.</p> <p>Press the spacebar twice to clear possible remaining data.</p> <p>Press Enter.</p> <p>Tab twice to the field following the BL and type the 2-digit SEC1 code (division code, e.g., 01).</p>
	<p><u>FROM WITHIN A DOCUMENT:</u></p> <p>Type NEW in the COMMND field of a document.</p> <p>Tab to the TRANS CODE field and type BL.</p> <p>Tab to the SEC 1 code and type division code (e.g., 01).</p>
2	<p>Tab to the next field, and type the document number (e.g., 201620203A).</p> <p>If using system-generated number, type the budget fiscal year, the fund, the location code, the pound sign (#). Otherwise, type the budget fiscal year, the fund, the location code, a sequential number, and, if applicable, an alpha designation for an alteration.</p>
3	Press Enter.
In the Header screen . . .	
4	Tab to ACCTG PD and enter accounting period.
5	In the APPRV TR TYPE field type AP.
6	In the POSTED TR TYPE field type 01.
7	Tab to BUDGET FYS, and type the 2-digit budget fiscal year.
8	Tab to FUND, and type in a valid fund code from the FUND table.
9	Tab to APPOR PERIOD and type 1.
10	Tab to BUDGET LEVEL, and type AL for allotment.
In the Line screen . . .	
11	In the ACT field type A for Add.
12	In the DIV field type a valid division code from the DVSND table.
13	In the PROGRAM field type a valid program code from the PGMNT table.

Budget Execution Document (BL) for Allotments, *continued*

Step	Action
14	Tab to INC/DEC AMT PD 1, and type the dollar amount to add to or subtract from the budget.
15	In the SUBALLOT OPTNS ORG type N.
16	In the SUBALLOT OPTNS PGM type Y.
17	In the SUBALLOT OPTNS BOC type Y.
18	In the SUBALLOT OPTNS SPN type N.
To check for errors and process...	
19	Press the HOME key and type E in the COMMND field.
20	Press Enter.
21	If there are no error messages at the bottom of the screen and the document status is "SCHED", press HOME key, and type R in the COMMND field.
22	Press Enter. If there are error messages at the bottom of the screen, the document status is "REJECT." If there are no errors, the status is "ACCPT."

Suballotment Document (SA)



Definition

The SA Document approves and posts funds for the BOCs.

Uses of the SA document

The Suballotment Document (SA) is used to:

- ◆ Post year-to-date budget authority directly, without the need to enter pending and approving documents
- ◆ Budget to the suballotment level

Tables updated

The SA document updates the following tables:

- ◆ Suballotment Spending Control Inquiry Table (SASP)
 - ◆ Suballotment Forward Reference Table (SAFR)
 - ◆ Suballotment Inquiry Table (SAIN)
 - ◆ Allotment Inquiry Table (ALLT)
 - ◆ General Ledger Balance Table (GLBL)
 - ◆ General Ledger Detail Balance Table (GLDB)
 - ◆ Monthly Summary General Ledger Balance Table (MSGL)
-

Suballotment Document (SA), *continued*

SA document
combined header
and line screen
with required
fields

SA Document combined Header and Line screen

COMMND: DOCID: 1 07/21/00 08:45:24
STATUS: ACCPT BATID: SEC2: 001-001 OF 032
H-

SUBALLOTMENT DOCUMENT

TRANS DATE: ACCTG PD: 2 TR TYPE: 3
FUND: 4 BUDGET FYS: 5 TOT REV SUBALLOT AMT:
EST REIM TRANS TYPE: TOT REV SUBALLOT FTES:

		BUDG						SPN	
ACT	LVL	TYPE	DIV	ORG	REF ORG	PROGRAM	BOC	OVR	
---	---	---	---	---	---	---	---	---	
01-	6	7	8	9		10	11		
DESCRIPTION:									
QTR	SUBALLOT AMT			SUBALLOT INC/DEC AMT		SUBALLOT FTES		FTE INC/DEC	
---	-----			-----		-----		-----	
1				12					
2									
3									
4									
EST REIM TT: REVISED AMT - INC/DEC AMT:									

Suballotment Document (SA), *continued*

SA document
required fields

The table below shows required fields for SA documents. You may identify where the field is on the table, by referring to it's corresponding number tag and matching it with the screen on the preceding page:

#	Field Name	Data	
1	DOCID	Trans Code	SA (Type of Document)
		Sec1 Code	Division Code (e.g., 01)
		Document #	BFY+Fund Type+last seven digits of Program Code+two-digit sequential # (e.g., 2T620210001)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	TR TYPE	01	
4	FUND	Fund Code from the FUND Table	
5	BUDGET FYS	2-digit Budget Fiscal Year	
6	ACT	A for Add C for Change. OR D for Deactivate	
7	LVL	Level for this suballotment 01	
8	BUDG TYPE	D for Dollars	
9	DIV	Division Code from the DVSN Table	
10	PROGRAM	Program Code from the PGMT Table	
11	BOC	Budget BOC	
12	SUBALLOT INC/DEC AMT	Suballotment amount	

Suballotment Document (SA), *continued*

To enter a SA document, apply the steps listed in the table below:

Creating an SA
Document

Step	Action
1	<u>FROM A TABLE:</u> Type L in the ACTION field of a table. In the TABLEID field type SA. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the SA and type the 2-digit SEC1 code (division code, e.g., 01).
	<u>FROM WITHIN A DOCUMENT:</u> Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type SA. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., 2T620210001).
3	Press Enter.
In the Header screen . . .	
4	Tab to ACCTG PD and enter accounting period.
5	In the TR TYPE, field type 01.
6	Tab to FUND, and type the valid Fund Code from the FUND table.
7	Tab to BUDGET FYS, and type the 2-digit Budget Fiscal Year.
In the Line screen . . .	
8	Tab to ACT, and type A to add or C to change.
9	Tab to LVL and enter 01.
10	Tab to BUDG TYPE and type D.
11	Tab to DIV, and type 2 digit Division Code.
12	In the PROGRAM field type a valid program code from the PGMT table.
13	Tab to BOC and enter the Budget BOC.
14	Tab to SUBLLOT INC/DEC AMT QTR 1, and type the dollar amount.
To check for errors and process...	
15	Press the HOME key and type E in the COMMND field.
16	Press Enter.

Suballotment Document (SA), *continued*

Step	Action
17	If there are no error messages at the bottom of the screen and the document status is "SCHED", press HOME key, and type R in the COMMND field.
18	Press Enter. If there are error messages at the bottom of the screen, the document status is "REJCT." If there are no errors, the status is "ACCPY."

Budget Inquiry Tables

Budget Inquiry Tables Introduction

Review

Inquiry tables:

- ◆ Show the results of documents entered into FFIS
- ◆ Maintain the data entered and processed on FFIS documents
- ◆ Are used for query purposes
- ◆ Have fields (most) which are system-maintained, and cannot be changed
- ◆ Are updated automatically, when a document is processed



Definition

Tables are **keyed** lists of sequential data that are stored in FFIS for various purposes. Saying that these lists are **keyed**, means that they are sorted in ascending order, on specific **key** fields.

Inquiry Tables Introduction, *continued*

Budget table
updates

Displayed below, by budget level, are the inquiry tables that are updated by processing various budget documents.

Processed Budget Document Table Updates

Budget Level	Document	Updated Table
Appropriation, Apportionment	AA, PA, TA, TC	Appropriation Inquiry Table (APPR) Apportionment Inquiry Table (APOR) Fiscal Year Appropriation Table (FAPP) Fiscal Year Apportionment Table (FAPR) Approval Transfers Header Table (ATHT) Approval Transfers Line Table (ATLT) General Ledger Balance Table (GLBL) General Ledger Detail Balance Table (GLDB) Monthly Summary General Ledger Balance Table (MSGSL)
Allocation	BE	All of the above tables and Allocation Inquiry Table (ALOC) Fiscal Year Allocation Table (FALC)
Allotment	BL	All of the tables above and Allotment Inquiry Table (ALLT) Suballotment Options Table (SAOP)
Suballotment	SA	All of the tables above and Suballotment Spending Table (SASP) Suballotment Reference Table (SAFR) Suballotment Inquiry Table (SAIN)

Inquiry Tables Introduction, *continued*

*Budget
authority
tables*

Each level of budget authority has a related inquiry table. The budget inquiry tables show:

- ◆ Status of any authority distributed at that level
 - ◆ Collections
 - ◆ Spending
 - ◆ Other funds management information
-

Budget levels

The following table shows the budget levels and the related FFIS inquiry tables:

FFIS Budget Levels/Inquiry Tables

Purpose	FFIS Budget Level	Inquiry Table
Agency budget	Appropriation	APPR
Agency budget	Apportionment	APOR
Division budget	Allocation	ALOC
Program budget	Allotment	ALLT
BOC budget	Suballotment	SASP SAIN

Appropriation Inquiry Table (APPR)



Definition

The APPR table records information about the status of appropriations and their amounts.

APPR table
screen

The screen below is an example of the Appropriation Inquiry Table (APPR)

Appropriation Inquiry (APPR) Table

```
ACTION: R TABLEID: APPR USERID: FRED
*** APPROPRIATION INQUIRY TABLE ***
KEY IS BUDGET FISCAL YEARS, FUND

BUDGET FISCAL YEARS: 02      FUND: 01      STATUS IND: A      EST REIM OPT: N

ORIGINAL APPR AMT:           1,000,000.00      TRANSFERS IN:           0.00
APPROVED APPR AMT:           1,000,000.00      TRANSFERS OUT:          0.00
EST REIM AMT:                 0.00      LAPSED AMT:             0.00
ACTUAL REIM AMT:              0.00      CARRYOVER AMT:          0.00
STAT RESERVE AMT:            0.00      EXPIRED AMT:            0.00
REIM AGREEMNT AMT:           0.00      UP SPEND ADJ AMT:       0.00
DIR AGREEMENT AMT:           0.00      DN SPEND ADJ AMT:       0.00
EST RECOVERY AMT:            0.00      ACT RECOVERY AMT:       0.00
PY REC WITH AMT:             0.00
UNLIQ COMM AMT:              150.00      YTD APPOR AMT:          1,000,000.00
UNLIQ OBLG AMT:              225.00      YTD ALLOC AMT:          900,000.00
EXPENDED AMT:                1,510.00      UNAPPOR APPR AMT:       0.00
APPR TRANS CODE: AA          APPORTIONMENT AVAIL AMT:  998,115.00
APPR TRANS TYPE: 01          APPROPRIATION AVAIL AMT:  998,115.00
                                UNDISTRIBUTED EST REIM AMT:  0.00
                                RESTORATIONS / WITHDRAWALS AMT:  0.00
```

Appropriation Inquiry Table (APPR), *continued*

*Definition of
APPR table
fields*

The following table lists the definition of each field in the APPR table and describes how it is updated.

APPR Table Definitions

Field	Definition	Updated By
BUDGET FISCAL YEARS (Key)	Budget fiscal years of the appropriation.	AA document
FUND (Key)	Fund identifying the appropriation.	AA document
STATUS IND	<p>A Active appropriation</p> <p>I Inactive appropriation</p> <p>On an inactive appropriation, if the Appropriation Control Spending Option on the FUN2 table is C or P control, no further spending can be made against this appropriation.</p>	AA document
EST REIM OPT	<p>Reimbursement amount used to calculate the net amount available for the appropriation. This determines the amount used to limit the apportionment YTD budget authority.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> ▪ N Do not include reimbursements ▪ E Include estimated reimbursements ▪ A Include actual reimbursements ▪ L Include the lesser of actual and estimated reimbursements 	AA document

Field	Definition	Updated By
ORIGINAL APPR AMT	Total of the approved appropriation amount. Includes transfers in and transfers out. Does not include reimbursement, lapsed, carryover, or statutory reserve amounts. Note: If the Budget Approved Indicator in the Fiscal Year Table (FSYR) is Y, the amount is frozen and kept for historical purposes only.	AA document
TRANSFERS IN	Total of all transfers of dollars into the appropriation.	AA document with an Appropriation Indicator of T Appropriation Transfer Approval document (TC)
APPROVED APPR AMT	Current amount for the appropriation. This amount includes transfers in and out, but does not include reimbursement, lapsed, carryover, or statutory reserve amounts.	AA document
TRANSFERS OUT	Total of all transfers of dollars out of the appropriation.	AA Document with an Appropriation Indicator of T Appropriation Transfer Approval document (TC)
EST REIM AMT	Current estimated reimbursement amount, including all modifications made to this amount.	AA document
LAPSED AMT	Amount attributable to lapses in fund availability. This amount is not included in the approved appropriation amount.	AA document with an Appropriation Indicator of L FFIS annual closing process
ACTUAL REIM AMT	Total of all reimbursements recorded against this appropriation.	Standard Vouchers Cash Receipts for reimbursable appropriations

Field	Definition	Updated By
CARRYOVER AMT	Amount attributable to a carryover from a prior BFY. This amount is not included in the approved appropriation amount.	FFIS annual closing process
STAT RESERVE AMT	Current statutory reserve amount, including all modifications made to this amount.	AA document
EXPIRED AMT	Funds expired for this appropriation.	FFIS annual closing process
REIM AGREEMNT AMT	Amount comparing the total amount of actual reimbursable agreements accepted to the total estimated reimbursements recorded in the appropriation record.	Customer Agreement Setup document (RA) when the customer type indicates a reimbursable customer. {Reimbursable flag in Customer Type Table (CTYP) is Y
UP SPEND ADJ AMT	Amount of upward spending adjustments after the appropriation has expired.	Spending documents against expired appropriations
DIR AGREEMENT AMT	Limited total amount of direct agreement associated with this fund to the total approved appropriation amount.	BFY Project/Customer Agreement Table (FPCA) processor updates this field with the maximum amount from all records related to direct customers, if the CTYP table has a Direct Indicator of Y for the customer type associated with the FPCA record.
DN SPEND ADJ AMT	Amount of downward spending adjustments after the appropriation has expired.	Spending documents against expired appropriations.
EST RECOVERY AMT	Estimated prior year recovery amount.	AA document
ACT RECOVERY AMT	Actual recovery amount from a prior year.	Spending documents

Field	Definition	Updated By
PY REC WITH AMT	Amount recovered (withdrawn) from this appropriation.	Spending documents
UNLIQ COMM AMT	Total of all outstanding (open) requisitions against this appropriation.	Requisitions, Obligations, and Payments
YTD APPOR AMT	Total amount approved and posted for all four apportionment quarters.	PA Document
UNLIQ OBLG AMT	Total of all outstanding (open) orders against this appropriation.	Obligations, Payments
YTD ALLOC AMT OR YTD ALLOT AMT	<p>Total of all approved allocations belonging to this appropriation, if <i>allocation</i> budget control is in effect.</p> <p>Total approved allotments for all allotments belonging to this appropriation, if <i>allotment</i> budget control is in effect.</p> <p>Otherwise, this field is blank.</p>	<p>Allocation Approval document (CA)</p> <p>BE document</p> <p>RP document</p>
EXPENDED AMT	Total of all payables and direct disbursements against this appropriation.	Payments, Billing/Cash Receipt for expenditure refunds, and disbursements
UNAPPOR APPR AMT	Amount of this appropriation not yet included in the posting cycle for apportionments.	Calculated by FFIS
APPR TRANS CODE	Transaction code used to enter the AA document.	AA document

Field	Definition	Updated By
APPOR AVAILABLE AMT	<p>Amount available for obligations, commitments, and expenditures against this apportionment.</p> <p>If the System Control Options Table (SOPT) Commitment Spending Control Option is Y, the amount is:</p> <p style="padding-left: 40px;">YTD Apportionment Amount - Prior Year Recoveries Withdrawn - (Commitments + Obligations + Expenditures)</p> <p>Otherwise, commitments are not included in the calculation.</p>	Calculated by FFIS
APPR TRANS TYPE	Accounting event used to update the journal and ledgers	AA document
APPR AVAILABLE AMT	<p>Amount available for spending against this appropriation equals:</p> <p>Approved Appropriation Amount + Estimated or Actual Reimbursement Amount - Statutory Reserve Amount - Lapsed Amount + Carryover Amount (If a No-Year fund) - Expired Amount (If a No-Year fund) + Actual Recoveries - Prior Year Recoveries Withdrawn - Commitments (If SOPT Commitment Spending Option is Y and the Fund is not expired) - Obligations - Expenditures</p>	Calculated by FFIS
UNDISTRIBUTED EST REIM AMT	Estimated reimbursements amount of this appropriation that was not distributed.	AA document BE document

Field	Definition	Updated By
RESTORATIONS/ WITHDRAWALS AMT	<p>Funds restored to an appropriation after its expiration.</p> <p>Note: This applies to funds with unobligated balances whose obligational authority expired prior to fiscal year 1990.</p>	AA document with an Appropriation Indicator of R to restore unobligated balances to expired accounts.

Appropriation Inquiry Table (APPR), *continued*

*Accessing APPR
table*

To view the APPR table, use the steps outlined below:

Step	Action
1	Type N in the ACTION field of a table or P APPR in the COMMND field within a document.
2	In the TABLEID field type APPR.
3	Press Enter. The APPR table screen appears.
4	Tab to BUDGET FISCAL YEARS, and type the 2-digit budget fiscal year.
5	Tab to FUND, and type a valid fund code derived from the FUND table.
6	Press Enter.

Apportionment Inquiry Table (APOR)



The APOR table records information about the status of apportionments, total budgetary authority and pending and approved amounts.

APOR table
screen

The screen below is an example of the Apportionment Inquiry Table (APOR):

Apportionment Inquiry Table (APOR)

```
ACTION: R TABLEID: APOR USERID: FRED
*** APPORTIONMENT INQUIRY TABLE ***
KEY IS BUDGET FISCAL YEARS, FUND
BUDGET FISCAL YEARS: 02 FUND: 01 STATUS IND: A
AMT AVAIL FOR APPOR: 1,000,000.00 YTD APPOR AMT: 1,000,000.00
YTD UNLIQ COMM AMT: 150.00 YTD ALLOC AMT: 900,000.00
YTD UNLIQ OBLG AMT: 225.00 PY REC WITH AMT: 0.00
YTD EXPENDED AMT: 1,510.00 AVAILABLE AMT: 998,115.00
PERIOD 1-4 TRANS TYPES - PENDING: PN APPROVED: AP POSTED: 01
DEFERRED TRANS TYPES - PENDING: APPROVED: POSTED:

QTR ORIG APPOR AMT PEND APPOR AMT APPRV APPOR AMT ALLOCATION AMT
1 1,000,000.00 0.00 1,000,000.00 900,000.00
2 0.00 0.00 0.00 0.00
3 0.00 0.00 0.00 0.00
4 0.00 0.00 0.00 0.00
-D- 0.00 0.00 0.00 0.00

QTR UNLIQ COMM AMT UNLIQ OBLG AMT EXPENDED AMT UNALLOCATED AMT
1 0.00 0.00 0.00 100,000.00
2 150.00 225.00 1,510.00 0.00
3 0.00 0.00 0.00 0.00
4 0.00 0.00 0.00 0.00
```

Apportionment Inquiry Table (APOR), *continued*

*Definition of
APOR table
fields*

The following table lists the definition of each field in the APOR table and describes how it is updated.

APOR Table Definitions

Field	Definition	Updated By
BUDGET FISCAL YEARS (Key)	Budget fiscal years of the apportionment.	AA document
FUND (Key)	Appropriation to which the apportionment belongs.	AA document
STATUS IND	<p>A Active appropriation</p> <p>I Inactive appropriation</p> <p>On an inactive appropriation, if the Apportionment Spending Control Option in the FUN2 table is set to C, or P, no further spending can be made against this appropriation.</p>	AA document
AMT AVAIL FOR APPOR	<p>Amount available for apportionment. This amount is computed as follows:</p> <p> Approved Appropriation Amount</p> <p> minus Statutory Reserve Amount</p> <p> minus Lapsed Amount</p> <p> + Carryover Amount</p> <p> + greater of Estimated and Actual Recoveries</p> <p> + Estimated or Actual Reimbursement Amount</p> <p> + Restoration/Withdrawal Amount</p>	AA document
YTD APPOR AMT	Total amount approved and posted for all four quarters.	PA document
YTD UNLIQ COMM AMT	Inception-to-date total of all outstanding (open) requisitions against this appropriation.	Requisitions, obligations, and payments

Apportionment Inquiry Table (APOR),
continued

Field	Definition	Updated By
YTD ALLOC AMT OR YTD ALLOT AMT	<p>Total of approved allocations for all allocations belonging to this appropriation, if <i>allocation</i> budget control is in effect.</p> <p>Total of approved allotments for all allotments belonging to this appropriation, if <i>allotment</i> budget control is in effect.</p> <p>Otherwise, this field is blank.</p>	<p>Allocation Approval document (CA)</p> <p>BE document</p>
YTD UNLIQ OBLG AMT	Inception-to-date total of all outstanding (open) orders against this appropriation.	Obligations, payments
PY REC WITH AMT	Amount recovered (withdrawn) from this appropriation.	Requisitions, obligations and payments
YTD EXPENDED AMT	Inception-to-date total of all payables and direct disbursements against this appropriation.	Payments, Billing/Cash Receipts for expenditure refunds, and disbursements
AVAILABLE AMT	<p>Amount available for spending against this appropriation.</p> <p>If the Commitment Spending Control Option is Y in the SOPT table, this amount is equal to:</p> <p style="padding-left: 40px;">YTD Apportionment Amt</p> <p>minus (Commitments + Obligations + Expended Amounts)</p> <p>Otherwise, commitments are not included.</p>	Calculated by FFIS

PERIOD 1-4 TRANS TYPES, DEFERRED TRANS TYPES - PENDING, APPROVED, POSTED	Accounting event used to post to ledgers and journals.	AA document PA document
---	--	----------------------------

Apportionment Inquiry Table (APOR),
continued

Field	Definition	Updated By
ORIG APPOR AMT	Approved apportionment amount prior to when the Approved Budget Indicator in FSyr was set to Y. These amounts are only kept for historical purposes.	PA document
PEND APPOR AMT	Current amounts awaiting approval for each quarter, including any deferred amounts.	AA document
APPRV APPOR AMT	Current approved amounts for each quarter, including any deferred amounts. Note: These amounts may or may not have been posted.	PA document
ALLOCATED AMT OR ALLOTTED AMT	Sum of all allocation or allotment amounts. If the <i>allocation</i> budget control is in effect, these are <i>allocation amounts</i> . If allocations are not used, and <i>allotment</i> budget control is in effect, these are <i>allotment amounts</i> . Otherwise, this field is blank.	BE document
UNLIQ COMM AMT, UNLIQ OBLG AMT, EXPENDED AMT	YTD unliquidated commitment, unliquidated obligation, and expended amounts by quarter.	BE document
UNALLOCATED AMT OR UNALLOTTED AMT	Amount of the apportionment available for allocations or allotments. This amount equals: Apprv Appor Amt - Allocated Amt or Allotted Amt	Calculated by FFIS

Apportionment Inquiry Table (APOR), *continued*

Accessing APOR
table

To view the APOR table, use the steps outlined below.

Step	Action
1	Type N in the ACTION field of a table or P APOR in the COMMND field within a document.
2	In the TABLEID field type APOR.
3	Press Enter and the APOR table screen appears.
4	Tab to BUDGET FISCAL YEARS, and type the 2-digit budget fiscal year.
5	Tab to FUND, and type a valid fund code derived from the FUND table.
6	Press Enter.

Allocation Inquiry Table (ALOC)



The ALOC table contains information about the allocation budget levels.

*ALOC table
screen*

The screen below is an example of the Allocation Inquiry Table (ALOC):

Allocation Inquiry Table (ALOC)

```
ACTION: R TABLEID: ALOC USERID: FRED
*** ALLOCATION INQUIRY TABLE ***
KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC
BFYS: 02 FUND: 01 DIVISION: 62 ORG: PGM: BOC:
STATUS IND: A SPENDING CONTROL OVR:
APPROVED IND: Y POST QTR: 1 TRANS TYPES - PENDING: APPROVED: AP POSTED: 01
APPROVED ALLOC AMT: 90,900,000.00 YTD ALLOC AMT: 90,900,000.00
YTD UNLIQ COMM AMT: 100.00 AVAILABLE AMT: 90,063,348.72
YTD UNLIQ OBLG AMT: 747,200.00 EXPENDED AMT: 89,351.28
DESCRIPTION: SOUTHERN PLAINS AREA
EST REIM TC/TT: BE EST REIM AMT: 0.00
ACT REIM AMT: 0.00 UNDISTRI EST REIM: 0.00
QTR ORIG ALLOC AMT PEND ALLOC AMT APPRV ALLOC AMT ALLOTTED AMT
1 90,900,000.00 0.00 90,900,000.00 89,900,000.00
2 0.00 0.00 0.00 0.00
3 0.00 0.00 0.00 0.00
4 0.00 0.00 0.00 0.00
QTR UNLIQ COMM AMT UNLIQ OBLG AMT EXPENDED AMT UNALLOTTED AMT
1 100.00 747,200.00 89,351.28 1,000,000.00
2 0.00 0.00 0.00 0.00
3 0.00 0.00 0.00 0.00
4 0.00 0.00 0.00 0.00
```


Allocation Inquiry Table (ALOC), continued

Definition of
ALOC table
fields

The following table lists the definition of each field in the ALOC table and how it is updated:

ALOC Table Definitions

Field	Definition	Updated By
BFYS (Key)	Budget fiscal years of the allocation.	BE document
FUND, DIVISION, ORG, PGM, BOC (Key)	Allocation's budgetary accounting distribution.	BE document
STATUS IND	<p>A Active allocation</p> <p>I Inactive allocation</p> <p>On an inactive allocation, if the Allocation Spending Control Option in the FUN2 table is C or P Control, no further spending can be made against this appropriation.</p>	BE document
SPENDING CONTROL OVR	<p>Blank Spending is controlled by the allocation spending controls in the FUN2 table.</p> <p>C Spending control is enforced at full control. The value entered here <i>overrides</i> the spending control in the FUN2 table for this budget line.</p> <p>P Spending control is enforced at presence control. The value entered here <i>overrides</i> the spending control in the FUN2 table for this budget line.</p>	<p>BE document</p> <p>Update Budget Line Spending Controls Offline Batch Process</p>
APPROVED IND	Allocation approval indicator.	BE document
POST QTR	Period through which posting has occurred.	BE document

Allocation Inquiry Table (ALOC),
continued

Field	Definition	Updated By
TRANS TYPES - PENDING, APPROVED, POSTED	Accounting event type used to post to ledgers and journals.	BE document
APPROVED ALLOC AMT	Total amount approved for all four quarters of the allocation. Note: The amount may or may not have been posted.	BE document
YTD ALLOC AMT	Budget authority amount for this allocation. This is the total amount approved and posted through the quarter shown in the Posting Quarter field.	BE document
YTD UNLIQ COMM AMT	Year-to-date total of all outstanding (open) requisitions against the allocation.	Requisitions, obligations, and payments
AVAILABLE AMT	Amount available for obligations and expenditures against this allocation. If the Commitment Amount Spending Control Option in the SOPT table is Y, this amount is: YTD Allot amount -(Commitments+Obligations +Expenditures) Otherwise, commitments are not included in the calculation.	Calculated by FFIS
YTD UNLIQ OBLG AMT	Year-to-date total of all outstanding (open) orders against the allocation.	Obligations, payments

EXPENDED AMT	Total of all payables and direct disbursements against the allocation.	Payments, Billing/Cash Receipt for expenditure refunds, and disbursements
DESCRIPTION	Text description of the allocation line.	BE Document

Allocation Inquiry Table (ALOC),
continued

Field	Definition	Updated By
EST REIM TC/TT	Accounting event type used to post the estimated reimbursable amount to the ledgers and journals.	BE Document
EST REIM AMT	Current estimated reimbursable amount entered against this budget line.	BE Document
ACT REIM AMT	Total of all reimbursements recorded against this budget line.	Cash Receipt for reimbursable appropriations
UNDISTRIB EST REIM	Estimated reimbursements amount of the allocation that was not distributed.	BE document
ORIG ALLOC AMT	Approved amount for each quarter prior to the time the Budget Approved Indicator in the FSyr table was set to Y.	BE document
APPRV ALLOC AMT	Current approved amount for each quarter.	BE document
UNLIQ COMM AMT UNLIQ OBLG AMT EXPENDED AMT	YTD unliquidated commitment, unliquidated obligation, and expended amounts by quarter.	The documents given above for each amount field.
UNSUBALLOCATED OR UNALLOTTED AMT	Amount of the allocation available for suballocations or allotments. This amount is: APPRV ALLOC AMT minus Suballocated or Allotted Amt.	Calculated by FFIS

Allocation Inquiry Table (ALOC), *continued*

*Accessing ALOC
table*

To view the ALOC table, use the steps outlined below:

Step	Action
1	Type N in the ACTION field of a table or P ALOC in the COMMND field within a document.
2	In the TABLEID field type ALOC.
3	Press Enter and the ALOC table screen appears.
4	Tab to BUDGET FISCAL YEARS, and type the 2-digit budget fiscal year.
5	Tab to FUND, and type a valid fund code derived from the FUND table.
6	Tab to DVSN, and type a valid division code derived from the DVSN table and possibly other dimensions.
7	Press Enter.

Appropriation Transfers Header Table (ATHT)



Definition

The ATHT table contains information about the status of transfers, treasury voucher number, the authority and the approval date.

*ATHT table
screen*

The screen below is an example of the Appropriation Transfers Header Table (ATHT).

Appropriation Transfers Header Table (ATHT)

```
ACTION: . TABLEID: ATHT USERID: ....
*** APPROPRIATION TRANSFERS HEADER INQUIRY TABLE ***
KEY IS TRANSFER DOC ID
01-
  TRANSFER DOC ID: .. ..... DOC DATE: .. ... STATUS: .
  TRANSFER DOLLAR TOTAL: ..... TRANSFER FTE TOTAL: .....
  TRANSFER AUTHORITY: .....
  TRANSFER APPROVAL DATE: .. ... DOCUMENT TYPE: .
  TREASURY VOUCHER NUMBER: ..... OMB APPROVAL DATE: .. ...
02-
  TRANSFER DOC ID: .. ..... DOC DATE: .. ... STATUS: .
  TRANSFER DOLLAR TOTAL: ..... TRANSFER FTE TOTAL: .....
  TRANSFER AUTHORITY: .....
  TRANSFER APPROVAL DATE: .. ... DOCUMENT TYPE: .
  TREASURY VOUCHER NUMBER: ..... OMB APPROVAL DATE: .. ...
03-
  TRANSFER DOC ID: .. ..... DOC DATE: .. ... STATUS: .
  TRANSFER DOLLAR TOTAL: ..... TRANSFER FTE TOTAL: .....
  TRANSFER AUTHORITY: .....
  TRANSFER APPROVAL DATE: .. ... DOCUMENT TYPE: .
  TREASURY VOUCHER NUMBER: ..... OMB APPROVAL DATE: .. ...
```

Appropriation Transfers Header Table (ATHT), *continued*

Definition of
ATHT table
fields

The following table lists the definition of each field in the ATHT table and describes how it is updated:

ATHT Table Definitions

Field	Definition	Updated By
TRANSFER DOC ID	The Appropriation Transfer transaction code and document number.	Anticipated Appropriation Transfer Document (TA)
DOC DATE	The date that the transfer was originally recorded.	TA
STATUS	The status of the transfer: P Pending transfer A Approved transfer R Rejected transfer	TA Appropriation Transfer Approval document (TC)
TRANSFER AMOUNT	The total anticipated or approved transfer amount.	TA TC
OMB APPROVAL DATE	The OMB approval date for the appropriation transfer.	TA
TRANSFER AUTHORITY	A public law number or other information in the authorization for the transfer.	TA
TRANSFER APPROVAL DATE	The date the transfer was approved or rejected.	TC
DOCUMENT TYPE	The type of transfer: 1 Budget Authority 2 Unobligated Balance 3 Reappropriation	TA
TREASURY VOUCHER NUMBER	The number of the Treasury voucher that approved or rejected the appropriation transfer.	TC

Appropriation Transfers Line Table (ATLT)



Definition

The ATLT table contains accounting information about transfer *in* and transfer *from* sources.

*ATLT table
screen*

The screen below is an example of the Appropriation Transfers Line Table (ATLT).

Appropriation Transfers Line Table (ATLT)

```
ACTION: . TABLEID: ATLT USERID: ....
*** APPROPRIATION TRANSFERS LINE INQUIRY TABLE ***
KEY IS TRANSFER DOC ID, LINE #
01-
  TRANSFER DOC ID: .. ..... LINE #: ...
  FROM- BFY: .. .. FUND: ..... TR TYP: .. GUEST SYMB: .....
  TO- BFY: .. .. FUND: ..... TR TYP: .. GUEST SYMB: .....
  DOLLAR AMOUNT: ..... FTE COUNT: .....
02-
  TRANSFER DOC ID: .. ..... LINE #: ...
  FROM- BFY: .. .. FUND: ..... TR TYP: .. GUEST SYMB: .....
  TO- BFY: .. .. FUND: ..... TR TYP: .. GUEST SYMB: .....
  DOLLAR AMOUNT: ..... FTE COUNT: .....
03-
  TRANSFER DOC ID: .. ..... LINE #: ...
  FROM- BFY: .. .. FUND: ..... TR TYP: .. GUEST SYMB: .....
  TO- BFY: .. .. FUND: ..... TR TYP: .. GUEST SYMB: .....
  DOLLAR AMOUNT: ..... FTE COUNT: .....
```

Appropriation Transfers Line Table (ATLT), *continued*

*Definition of
ATLT table
fields*

The following table lists the definition of each field in the ATLT table and describes how it is updated:

ATLT Table Definitions

Field	Definition	Updated By
TRANSFER DOC ID	The Appropriation Transfer transaction code and document number.	Anticipated Appropriation Transfer document (TA)
LINE #	The line number of the appropriation transfer.	TA
FROM BFY, FUND	The beginning and ending budget fiscal years and fund code of the "from" appropriation. If blank, the funds are transferred from an appropriation that is outside your agency.	TA
FROM TR TYP	The type of accounting event used to post to ledgers and journals for transfers out that affect an agency fund.	TA
FROM GUEST SYMB	Identifies the "from" appropriation for appropriations from agencies not tracked in FFIS.	TA
TO BFY, FUND	The beginning and ending budget fiscal years and fund code of the "to" appropriation. If blank, the funds are transferred to an appropriation that is outside of your agency.	TA
TO TR TYP	The type of accounting event used to post to ledgers and journals for transfers in that affect an agency fund.	TA
TO GUEST SYMB	Identifies the "to" appropriation for appropriations to agencies not tracked in FFIS.	TA

Field	Definition	Updated By
TRANSFER AMOUNT	The pending transfer amount or, if the transfer is approved, the approved transfer amount.	TA

Allotment Inquiry Table (ALLT)



The ALLT table contains information about the allotment budget levels.

ALLT table
screen

The screen below is an example of the Allotment Inquiry Table (ALLT):

```
ACTION: R TABLEID: ALLT USERID: FRED
*** ALLOTMENT INQUIRY TABLE ***
KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC
BFYS: 02 FUND: 01 DIVISION: 62 ORG: PGM: 016201915 BOC:
STATUS IND: A SPENDING CONTROL OVR:
APPROVED IND: Y POST QTR: 1 TRANS TYPES - PENDING: APPROVED: AP POSTED: 01

APPROVED ALLOT AMT: 1,801,538.00 YTD ALLOT AMT: 1,801,538.00
YTD UNLIQ COMM AMT: 50.00 AVAILABLE AMT: 1,752,688.00
YTD UNLIQ OBLG AMT: 200.00 EXPENDED AMT: 48,600.00
EST REIM TC/TT: BL EST REIM AMT: 0.00
ACT REIM AMT: 0.00 UNDISTRI EST REIM: 0.00

QTR ORIG ALLOT AMT PEND ALLOT AMT APPRV ALLOT AMT SUBALLOT AMT
1 1,801,538.00 0.00 1,801,538.00 1,692,578.00
2 0.00 0.00 0.00 0.00
3 0.00 0.00 0.00 0.00
4 0.00 0.00 0.00 0.00

QTR UNLIQ COMM AMT UNLIQ OBLG AMT EXPENDED AMT UNSUBALLOT AMT
1 50.00 200.00 48,600.00 108,960.00
2 0.00 0.00 0.00 0.00
3 0.00 0.00 0.00 0.00
4 0.00 0.00 0.00 0.00
```

Allotment Inquiry Table (ALLT), *continued*

Table
definition

The following table lists the definition of each field in the ALLT table and how it is updated:

Field	Definition	Updated By
BFYS (Key)	Budget fiscal years of the allotment.	Allotment document (BL) BL document
FUND, DIVISION, ORG, PGM, BOC (Key)	Allotment's budgetary accounting distribution.	Allotment document (BL) BL document
STATUS IND	A Active allotment I Inactive allotment On an inactive allotment, if the Allotment Spending Control Option in the FUN2 table is C or P, no further spending can be made against this appropriation.	Allotment document (BL) BL document
SPENDING CONTROL OVR	Blank Spending is controlled by the allotment spending controls in the FUN2 table. C Spending control is enforced at full control. The value entered here overrides the spending control in the FUN2 table for this budget line. P Spending control is enforced at presence control. The value entered here overrides the spending control in the FUN2 table for this budget line.	Allotment document (BL) BL document Update Budget Line Spending Controls Offline Batch Process
BUDGETED FTES	Number of job positions the allotment was budgeted to cover-for payroll-related budget object codes (BOCs) Quantity of jobs budgeted for-for other BOCs.	Allotment document (BL) BL document
APPROVED IND	Allotment approval indicator.	Allotment Approval document (BL) BL document

Allotment Inquiry Table (ALLT), *continued*

POST QTR	Period through which posting has occurred.	Allotment Approval document (BL) BL document
TRANS TYPES - PENDING, APPROVED, POSTED	Accounting event type used to post to ledgers and journals.	Allotment Document (BL) Allotment Approval Document (BL) BL Document
APPROVED ALLOT AMT	Total amount approved for all four quarters of the allotment. Note: The amount may or may not have been posted.	Allotment Approval Document (BL) BL Document
YTD ALLOT AMT	Budget authority amount for this allotment. This is the total amount approved and posted through the quarter shown in the Posting Quarter field.	Allotment Approval Document (BL) BL Document
YTD UNLIQ COMM AMT	Year-to-date total of all outstanding (open) requisitions against the allotment.	Requisitions, Obligations, and Payments
AVAILABLE AMT	Amount available for obligations and expenditures against this allotment. If the Commitment Amount Spending Control Option in the SOPT table is Y, this amount is: YTD ALLOT AMT minus (Commitments + Obligations + Expenditures) Otherwise, commitments are not included in the calculation.	Calculated by FFIS
YTD UNLIQ OBLG AMT	Year-to-date total of all outstanding (open) orders against the allotment.	Obligations, Payments
EXPENDED AMT	Total of all payables and direct disbursements against the allotment.	Payments, Billing/Cash Receipt for expenditure refunds, and disbursements

EST REIM TC/TT	Accounting event type used to post the estimated reimbursable amount to the ledgers and journals.	Allotment Document (BL) BL Document
---------------------------	--	---

Allotment Inquiry Table (ALLT), *continued*

Field	Definition	Updated By
EST REIM AMT	Current estimated reimbursable amount entered against this budget line.	Allotment Document (BL) BL Document
ACT REIM AMT	Total of all reimbursements recorded against this budget line.	Cash Receipt for reimbursable appropriations
UNDISTRIB EST REIM	Estimated reimbursements amount of the allotment that was not distributed.	Allotment document (BL) BE document Suballotment document (SA)
ORIG ALLOT AMT	Approved amount for each quarter prior to when the Budget Approved Indicator in the FSyr table was set to Y.	Allotment Approval document (BL) BL document
PEND ALLOT AMT	Current amounts awaiting approval for each quarter.	Allotment document (BL)
APPRV ALLOT AMT	Current approved amount for each quarter.	Allotment Approval document (BL) BL document
SUBALLOT AMT	Amounts suballotted for each quarter.	Suballotment document (SA)
UNLIQ COMM AMT, UNLIQ OBLG AMT, EXPENDED AMT	YTD unliquidated commitment, unliquidated obligation, and expended amounts by quarter.	The documents given above for each amount field.
UNSUBALLOT AMT	Amount of the allotment available for suballotments. This amount equals: Apprv Allot Amt - minus Suballot Amt	Calculated by FFIS

Suballotment Spending Table (SASP)



Definition

The SASP table contains information about the suballotment spending control edits.

*SASP table
screen*

The screen below is an example of the Suballotment Spending Control Inquiry Table (SASP):

```
ACTION: R TABLEID: SASP USERID: FRED
*** SUBALLOTMENT SPENDING CONTROL INQUIRY TABLE ***
KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC
BFYS: 02 FUND: 01 DIVISION: 62 ORG: PGM: 016201915 BOC: 1000
TRANS CODE / TYPE: SA 01 STATUS IND: A SPENDING CONTROL OVERRIDE:
TOTAL SUBALLOT AMT: 1,564,610.00 TOTAL SUBALLOT FTES: 0.00
YTD UNLIQ COMM AMT: 0.00 EST ACCRUED SUBALLOT FTES: 0.00
YTD UNLIQ OBLG AMT: 0.00 TOTAL USED FTES: 0.00
EXPENDED AMT: 0.00
AVAILABLE AMT: 1,564,610.00 AVAILABLE SUBALLOT FTES: 0.00

QTR SUBALLOT AMT UNLIQ COMM AMT UNLIQ OBLG AMT EXPENDED AMT
1 1,564,610.00 0.00 0.00 0.00
2 0.00 0.00 0.00 0.00
3 0.00 0.00 0.00 0.00
4 0.00 0.00 0.00 0.00

QTR SUBALLOT FTES SUBALLOT FTES USED
1 0.00 0.00
2 0.00 0.00
3 0.00 0.00
4 0.00 0.00
```

Suballotment Spending Table (SASP), *continued*

Table definition

The following table lists the definition of each field in the SASP table and describes how it is updated:

Field	Definition	Updated By
BFYS, FUND, DIVISION, ORG, PGM, BOC (Key)	Suballotment's budgetary accounting distribution.	Suballotment document (SA) SA document
TRANS CODE/TYPE	Suballotment transaction code and type. Defines the accounting event type used to post to the ledgers and journals.	Suballotment document (SA) SA document
STATUS IND	A Active suballotment I Inactive suballotment On an inactive suballotment, if the Suballotment Control Option in the Suballotment Options Table (SAOP) is C or P, no further spending can be made against this appropriation.	Suballotment document (SA) SA document
TOTAL SUBALLOT AMT	Total amount of the suballotment. Does not include any amounts suballotted under this suballotment.	Suballotment Document (SA) SA document
YTD UNLIQ COMM AMT	Year-to-date total of all outstanding (open) requisitions against this suballotment. Does not include outstanding amounts against suballotments under this suballotment.	Requisitions, obligations, and payments
EXPENDED AMT	Total of all payables and direct disbursements against this suballotment. Does not include outstanding amounts against suballotments under this suballotment.	Payments, billing/cash receipts for expenditure refunds, disbursements

Suballotment Spending Table (SASP),
continued

Table
definition

Field	Definition	Updated By
YTD UNLIQ OBLG AMT	Total of all outstanding (open) orders against this suballotment. Does not include outstanding amounts against suballotments under this suballotment.	Obligations, payments
AVAILABLE AMT	Amount available for obligations and expenditures against this suballotment. If the SOPT table Commitment Amount Option is 'Y', the available amount equals: Total Suballotment Amount - (Commitments + Obligations + Expenditures) Otherwise, commitments are not included in the calculation.	Calculated by FFIS
SUBALLOT AMT, UNLIQ COMM AMT, UNLIQ OBLG AMT, EXPENDED AMT	YTD suballotment, unliquidated commitment, unliquidated obligation, and expended amounts by quarter.	The documents given above for each amount field.

Suballotment Options Table (SAOP)



Definition

The SAOP table contains information about the suballotment spending control options.

SAOP table
screen

The screen below is an example of the Suballotment Options Inquiry Table (SAOP):

```
ACTION: R TABLEID: SAOP USERID: FRED
*** SUBALLOTMENT OPTIONS INQUIRY TABLE ***
KEY IS BFY, FUND, DIVISION, ORG, PGM, BOC

BFY: 02      FUND: 01      DIVISION: 62      ORG:
PGM: 016201915 BOC:

          SUBALLOTMENT OPTIONS
          -----
ORGANIZATION: N  PROGRAM: Y  BOC: Y  SPENDING CONTROLS: N

QTR      APRV ALLOT AMT      SUBALLOT AMT      UNSUBALLOT AMT
1          1,801,538.00      1,692,578.00      108,960.00
2              0.00              0.00              0.00
3              0.00              0.00              0.00
4              0.00              0.00              0.00
```

Suballotment Table (SAIN)



Definition

The SAIN table contains information for each suballotment. It shows committed, obligated and expended amounts.

*SAIN table
screen*

The screen below is an example of the Suballotment Inquiry Table (SAIN):

```
ACTION: R TABLEID: SAIN USERID: FRED
*** SUBALLOTMENT INQUIRY TABLE ***
KEY IS LVL, BFY, FUND, DIV, ORG, PGM, BOC

LVL: 01 BFY: 02 FUND: 01 DIV: 62 ORG: PGM 016201915 BOC: 1000
TR TYPE: 01 STATUS IND: A

TOTAL SUBALLOT AMT: 1,564,610.00
YTD UNLIQ COMM AMT: 0.00 EXPENDED AMT: 0.00
YTD UNLIQ OBLG AMT: 0.00 AVAILABLE AMT: 1,564,610.00

QTR SUBALLOT AMT SUB-BUDGET CNTL UNSUBALLOT AMT
1 1,564,610.00 0.00 1,564,610.00
2 0.00 0.00 0.00
3 0.00 0.00 0.00
4 0.00 0.00 0.00

QTR UNLIQ COMM AMT UNLIQ OBLG AMT EXPENDED AMT
1 0.00 0.00 0.00
2 0.00 0.00 0.00
3 0.00 0.00 0.00
4 0.00 0.00 0.00
```



The SAIN table is only updated during a nightly cycle. It does not show real time suballotments.

Agencies that have different levels of suballotments use SAIN to view their suballotments by level.

Appendix A: Acronyms

Appendix A: Acronyms

Acronym	Description
AA	Appropriation and Apportionment Document
ACCS	Accounting Code Classification Structure
AGCY*	Agency Reference Table
ALLT*	Allotment Inquiry Table
ALOC*	Allocation Inquiry Table
ALST*	Allotment Status Table
APOR*	Apportionment Table
APPR*	Appropriation Table
ARS	Agricultural Research Service
ATHT*	Appropriation Transfers Header Table
ATLT*	Appropriation Transfers Line Table
BE	Budget Execution Document
BFY	Budget Fiscal Year(s)
BFYS*	Budget Fiscal Year Table
BL	Budget Execution Document
BOC	Budget Object Code
BOCT*	Budget Object Code Table
BUDG	The NFC Budget System
CAS	Central Accounting System
DVAL*	Default Values Reference Table
DVSN*	Division Reference Table
FALC*	Fiscal Year Allocation Table
FALT*	Fiscal Year Allotment Table
FAPP*	Fiscal Year Appropriation Table
FAPR*	Fiscal Year Apportionment Table
FDW	Financial Data Warehouse
FFIS	Foundation Financial Information System

*Indicates an FFIS table

Appendix A: Acronyms, *continued*

Acronym	Description
FSAP*	Fund Summary Group Appropriation Table
FSAV*	Fund Summary Group Available Balance Table
FSGD*	Fund Summary Group Detail General Ledger Table
FSGL*	Fund Summary Group General Ledger Balance Table
FSYR*	Fiscal Year Table
FTE	Full Time Equivalent
FTYP*	Fund Type Table
FUND*	Fund Table
FUN2*	Fund Options Reference Table
FY	Fiscal Year
GLBL*	General Ledger Balance Table
GLDB*	General Ledger Detail Balance Table
LEVEL IND	Level Indicator
MSGGL*	Monthly Summary General Ledger Balance Table
NFC	National Finance Center
OMB	Office of Management and Budget
ORGN*	Organization Table
PA	Apportionment Approval Document
PAPP*	Pending Appropriation Table
PCLS*	Program Class Table
PGMT*	Program Table
PTYP*	Program Type Table
RP	Budget Division Reprogramming Document
RPGH*	Budget Reprogramming Header Table
RPGL*	Budget Reprogramming Line Table
RPTG*	Reporting Category Table
RSRC*	Revenue Source Table
SA	Suballotment Document
SAFR*	Suballotment Forward Reference Table

*Indicates an FFIS table

Appendix A: Acronyms, *continued*

SAIN*	Suballotment Inquiry Table
SAOP*	Suballotment Options Table
SASP*	Suballotment Spending Control Table
SOBJ*	Sub Object Table
SORG*	Sub Organization Table
SPDT*	Spending Control Document Summary Table
SPDX*	Spending Control Document Cross Reference Table
TA	Anticipated Appropriation Transfer Document
TC	Appropriation Transfer Approval Document
TRANS TYPE	Transaction Type
USDA	United States Department of Agriculture

*Indicates an FFIS table
